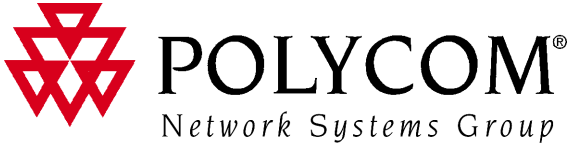
MGC WebCommander Web Server Manager

User's Guide

Version 8.0



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Before You Begin

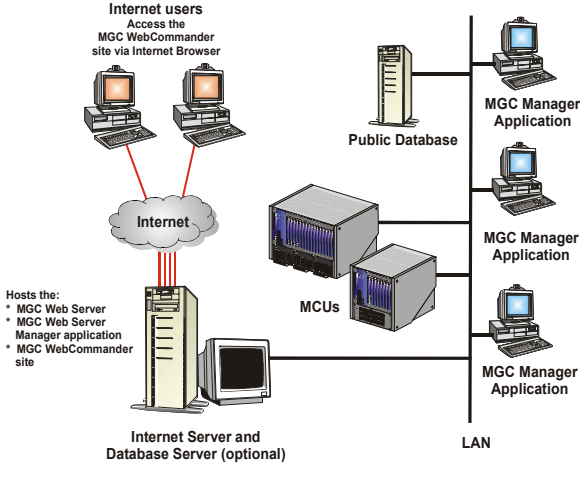
Overview

The MGC Web Server Manager application is the user interface to the MGC Web Server. It allows the user to communicate via the Web Server with the MCUs. It provides database access via the Web pages and manages the Web site that contains the reservation pages.

MGC Web Server Architecture

The MGC Web site is a location on a computer network. It contains reservation information in the form of pages that can be accessed by users logging into the site with browser applications such as Microsoft Internet Explorer or Netscape Communicator.

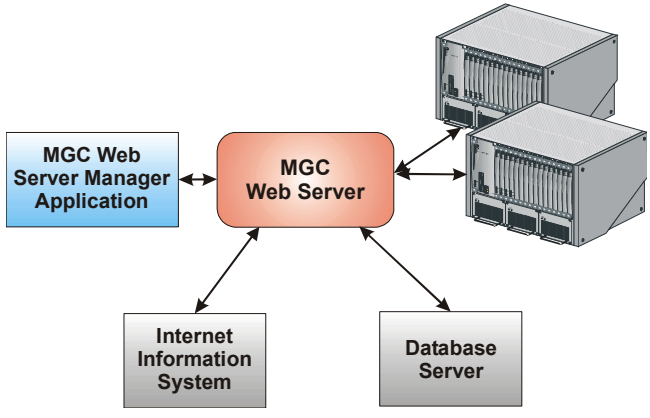
The Internet client connects to the Web site located on the Internet server and, via the MGC Web Server, gains access to the reservation pages, the database tables, and the MCU that runs the conference.



The Network Server

The network server contains the following applications:

- **Database Server (SQL server or the Access application)**: enables access to various database tables, such as MCU list, Users list, and Groups
- **Internet Information Services (IIS) Server**: runs the Web pages and enables users to access these pages via the Internet and make conference reservations
- **MGC Web Server**: communicates with the IIS server, the Database server, and the MCUs. This is the core of all the data exchange performed in the Web site. Using the MGC Web Server Manager application, users manage the MCUs connected to the Server, add database accesses via the Web pages, and manage the reservation pages.



The SQL server and the IIS server can be installed on separate servers, however it is recommended that all three server-applications be installed on the same network computer.

From the MGC WebCommander Server Manager the following tasks are performed:

- Connect/disconnect MCUs
- Define access rights (Permissions) to the various modules of the MGC Web Server Manager application
- Define Groups to organize the database. Users can only access Groups to which they are assigned. Reservation and Participant templates are created from within a Group and can be viewed only by Users who have access rights to that Group.
- Define the MGC Web Server Manager Users and their access rights
- Define the conference, participant and general system default parameters. Users cannot modify most of these parameters if they do not have the appropriate access rights.

This guide describes the MGC Web Server Manager features.

About this User's Guide

The MGC WebCommander Web Server Manager User Guide includes the following topics:

- **Chapter 1 - Overview**
  Provides a general description of MGC WebCommander Server Manager, its configuration and its main features.
- **Chapter 2 - MGC WebCommander Server Manager Basics**
  Includes information you need to get the MGC WebCommander Server Manager application running and describes the application's main window, menu, toolbar, displaying the database tables, connecting to the MGC Web Server and connecting to MCUs.
- **Chapter 3 - Setting Defaults**
  Includes step-by-step instructions for setting up and managing default sets for conference templates, participant templates, User Defined field titles and various system parameters.
- **Chapter 4 - Options Settings**

  Information you need to configure the Optional Settings of the Web Server Manager.
- **Chapter 5 - Administrator's Tasks**
  Includes step-by-step instructions for defining new MCUs, Permissions, Groups, Users, Labels and MGC Personal Scheduler templates. These tasks can be performed by users with system administrator permission only.
- **Appendix A - Using a Web Portal to Link with the WebCommander**
  Three WebCommander conferencing features can be accessed from a Web Portal via links that are available in the Web Portal
- **Appendix B - Monitoring a Conference in the WebCommander using a URL or Form**
  You can open a monitoring window of a single conference in any Web-based application by adding the conference URL to that application.

Prerequisites

This document assumes that the user has the following knowledge:

- Familiarity with the Windows NT environment and interface
- Basic knowledge of video conferencing concepts

Conventions

Before using the MGC WebCommander Server Manager application, it is important to understand the terms and conventions used in this Guide.

- The term "Double-click" is used when you need to click twice on an entry to modify it.
- The term "Select" or "Click" is used to highlight a part of the window, dialog box or menu, to be changed with your next action.
- The term "Right-click" is used when you press the right mouse button on an entry to open a pop-up menu.
- The term "Click OK" means that you can either click the OK button with the mouse, or press the <Enter> key on the keyboard.
- Keyboard keys appear in capital letters, between these two symbols < >. For example, the Shift key appears as <Shift>.
- The plus sign (+) between two key names indicates that you must press and hold down one key while pressing down the second key. For example, "press <Alt>+<P> means that you press and hold down the Alt key while you press the P key.
- **Bold** type appearing in the text, or in a procedure indicates the word or the character that you should type into a text box from the keyboard. It is also used to indicate the name of the menu, button or function that you should select.
- *Italic* type appearing in the text or in a procedure indicates the name of menu, dialog box or field from which an option should be selected or into which parameters should be entered.
- Tips and notes appear in a different typeface:

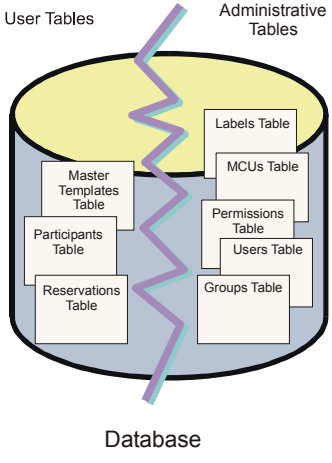
This is an example of notes that you may encounter throughout this Guide.

2

MGC Web Server Manager Basics

The MGC Web Server Manager enables users access to the database. The database is divided into two modules:

- *Administrative tables* – the configuration tables that enable the administrator and users who have the right to modify these tables to define MCUs, system Defaults, Labels, Permissions, Users and Groups. In addition, the administrator can perform maintenance and configuration tasks relating to the database itself. The configuration is performed through the MGC Web Server Manager application.
- *User Tables* – This module is divided into two segments: Participants & Conference Templates and Master Templates. The Participants and Conference Templates segment includes the Participant and Conference templates that are organized in Groups. Users can only manage templates assigned to Groups to which they have access rights. The Groups and their access rights are defined in the MGC Web Server Manager module. The Master Templates segment includes Master templates that are organized in Master Template Groups (usually other than the Participants and Conference Template Groups).



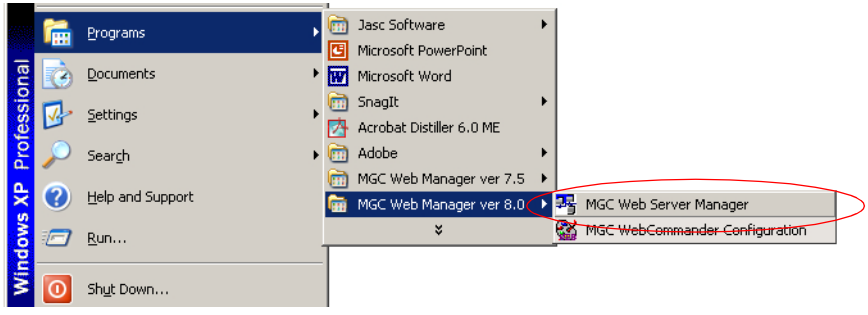
Important!
When both the MGC WebCommander and the MGC Manager applications use the same database, the administrator tables defined in the MGC Web Server Manager will apply to the MGC Database Manager and vice versa. Therefore, the various tables may include parameters that apply only to the WebCommander and others that will apply only to the MGC Manager. Users may access the database via the MGC Web Server Manager or the MGC Database Manager and perform changes in the administrator tables. These changes will apply to both applications.

This manual describes the various Web Server Manager tables and their configurations.

Starting the MGC Web Server Manager Application

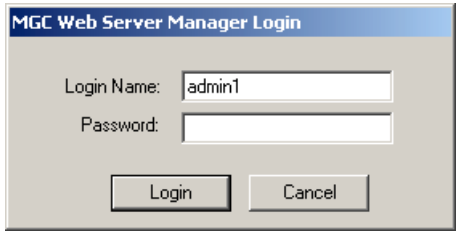
To start the MGC Web Server Manager application:

1. On the *Start – Programs* menu, click **MGC Web Manager ver 8.0**, and then click **MGC Web Server Manager**.



The *Database Login* dialog box opens.

2. Enter your *Login Name* and *Password* as defined in the database.



The MGC Web Server Manager is installed with the following default login names and passwords:

Table 2-1: Default Users

User Name	Password	Permission Type
admin1	123	Administrator
oper1	123	Operator
user1	123	Moderator

Table 2-1: Default Users

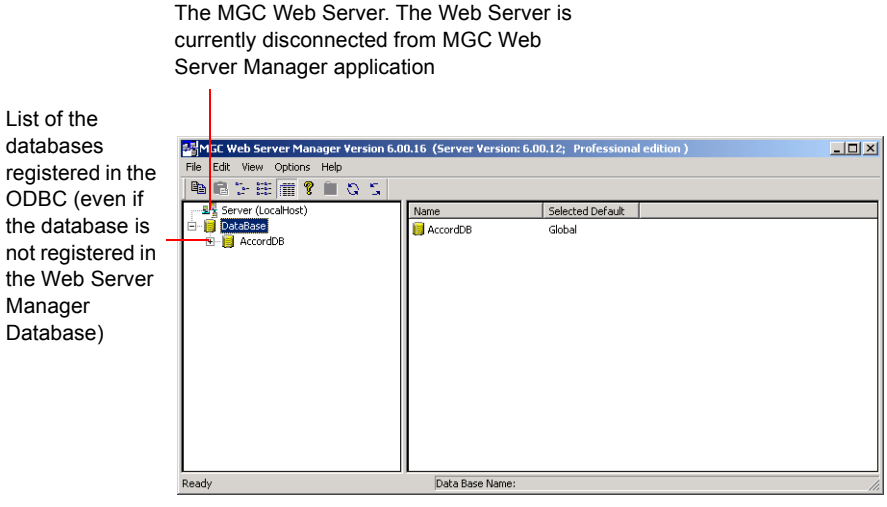
User Name	Password	Permission Type
user2	123	Moderator (Monitoring Only)
part1	123	Participant

These users differ in the functions they are allowed to perform and the information they can access. For a detailed description of each of the default permission types, see Chapter 4, Permissions.

When accessing the MGC Web Server Manager application for the first time, it is recommended to log in as an administrator, to be able to define various defaults, permissions and new users.

3. Click **OK**.

The *MGC Web Server Manager* window opens.


The MGC Web Server. The Web Server is currently disconnected from MGC Web Server Manager application
List of the databases registered in the ODBC (even if the database is not registered in the Web Server Manager Database)
MGC Web Server Manager Version 6.00.16 (Server Version: 6.00.12; Professional edition)
File Edit View Options Help
Server (LocalHost)
DataBase
AccordDB
Name
Selected Default
AccordDB
Global
Ready
Data Base Name:

Now you can add/modify entries in the various databases tables, such as MCUs, Defaults, Groups, Permissions, Users, Master Groups and Labels.

To connect or disconnect MCUs to/from the MGC Web Server Manager application you must first connect to the MGC Web Server. For more information, see “Connecting to the MGC Web Server” on page 2-11.

The Web Server Manager Toolbar

The following buttons appear in the Web Server Manager toolbar:

Icon	Name	Description
	Copy	Copies the selected record from a Web Server Manager table to the clipboard.
	Paste	Pastes an entry from the clipboard to the selected table. This option is enabled when the table category is selected in the Browser area.
	Small Icons	Lists each of the table entries using a small icon and the entry name. The list is displayed horizontally.
	List	Lists each of the table entries using a small icon and the entry name. The list is displayed vertically.
	Details	Click this button to show the details of each of the table entries. The details are displayed in a table format allowing you to sort the list according to a selected column.
	Help	Displays the *About* window indicating the version number of the Web Server Manager application.
	Up one level	Use to move one level up in the database tree.
	Refresh Database List	Updates the databases list used by the system when a database was added to the ODBC list via the Control Panel and not from within the Web Server Manager application.
	Refresh Database	Use to view changes that were made to the database by other users, or via the MGC Database manager, particularly when modifying the Groups table.

Upgrading from a Previous Version

When upgrading from a previous version of the MGC Web Server Manager, the old database is saved during the installation procedure. If there are discrepancies in the number of fields between the old and the new databases, the system queries whether to update the existing database to the new format.

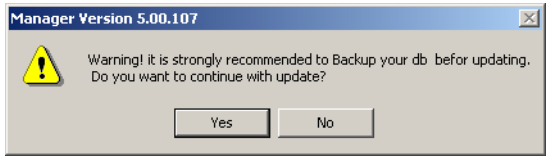
To upgrade the MGC Web Server Manager:

1. Start the MGC Web Server Manager application.
2. Log in as described in "Starting the MGC Web Server Manager Application" on page 2-3.
   When logging in the first time after the installation, the system prompts you whether to update the databases installed in the system.

Windows 95/98 do not support Unicode, therefore when upgrading from a previous version, the language tables will not be upgraded. In such a case, perform the upgrade from a computer where Windows NT/2000 is installed.

3. Select **Yes** to automatically update the database (recommended), or **No** to leave the database unchanged. If you select *No*, new entries to the database via the MGC Web Server Manager will not be saved.

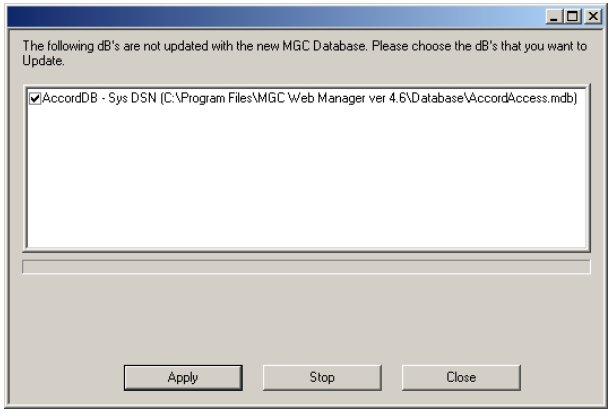
   If you have selected *Yes*, a dialog box opens, informing you that it is recommended to backup the database before updating them (as precaution in case the update process fails for any reason).


Manager Version 5.00.107
Warning! it is strongly recommended to Backup your db befor updating.
Do you want to continue with update?
Yes
No

4. (Optional) Backup the database. (The backup process is described in the MGC WebCommander Release Notes document).
5. To continue with the update process, click **Yes**.

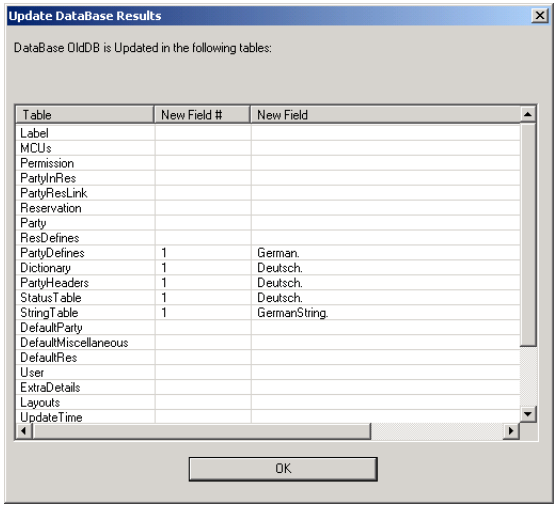
   If you select *No*, the update process will be aborted and you will have to restart once you are ready.

The *Update Databases* dialog box is displayed, indicating which databases require updating.


The following dB's are not updated with the new MGC Database. Please choose the dB's that you want to Update.
AccordDB - Sys DSN (C:\Program Files\MGC Web Manager ver 4.6\Database\AccordAccess.mdb)
Apply
Stop
Close

It is recommended to update all the databases you intend to use.
To cancel the update of a database, clear the check box next to that database name.

6. Click the **Apply** button to update the selected databases.
The updating process may take time, depending on the size of the database. At the end of the process, the *Update Database Results* dialog box opens, listing the fields that were updated.



The *Update Database Results* dialog box is displayed only in Windows 95/98 environment. It is not displayed when the Operating System is Windows 2000/ NT.

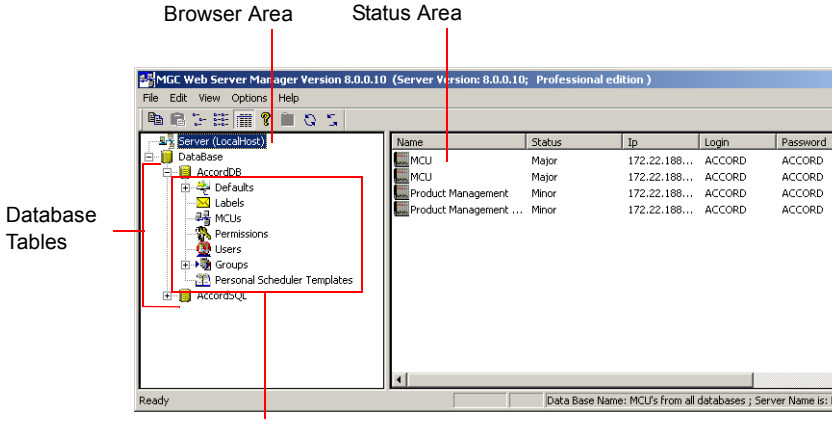
7. Click **OK** to return to the *Update Databases* dialog box.

When you open the MGC Web Server Manager for the first time after an upgrade and you have not yet updated the database, you can do it later using the **Add/Remove Connection to the ODBC** from the *Options* menu.

8. In the *Update Database* dialog box, click **Close** to exit the update process.

Displaying the Database Tables

In the *MGC Web Server Manager* window, click the plus **[+]** icon next to the icon of the database whose tables to display.



The database tree is displayed. The tree categories, which represent the database tables, change according to the permission assigned to the user who logged into the database. If the user does not have a permission to read and write all tables, the user will only be able to view and modify the Default tables that s/he owns. Users with full access rights to the database (administrators) will be able to view and add new entries to all database tables. These tables can then be used by all the database users.

The following tables are available in the database tree:

- ***Defaults*** – Enables users to define conference, participant and general system default parameters. In addition, you can define whether the User Defined fields will appear in the MGC Manager and WebCommander applications, and if yes, the titles of these fields in the MGC Manager application. Users with permission to modify the database (*Database Configuration* option is checked in the *Permissions* dialog box) can define default settings to be used by all the MGC Web Server Manager users. Users without the permission to modify the database tables can define private default sets, for their exclusive use.

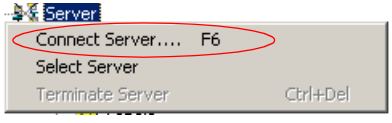
- ***Labels*** – Used to define labels. The labels may be assigned to conferences and participants, mainly for sorting purposes. Only users with the permission to configure the database may manage the Labels table.
- ***MCUs*** – Enables the definition of MCUs that handle the multipoint video conferencing. Only users with the permission to configure the database may manage the MCUs list.
- ***Permissions*** – Used to define the access rights to various modules of the MGC WebCommander and the MGC Web Server Manager applications and perform various tasks. Only users with the permission to configure the database may define or modify Permissions.
- ***Users*** – Enables the definition of the MGC WebCommander and the MGC Web Server Manager users. Each user is assigned the appropriate permissions, which defines his/her access rights to the system functions. The User definition is also used for Ad Hoc conferencing when the WebCommander is used as the external database for conference creation and conference access authentication. In addition it enables you to assign access rights to the various groups defined in the Groups table. Only users with the permission to configure the database may manage the Users table.
- ***Groups –*** Enables the definition of groups to which users are assigned. The conference templates and participant templates are also assigned to a Group and can be viewed, modified, deleted or used to start a conference only by users who have access rights to that Group. The Groups enhance the system security, giving the user access only to data that s/he is allowed to view.
- ***Personal Scheduler Templates*** - Enables the definition of Personal Scheduler Reservation Templates which are used by users of the MGC Personal Scheduler application. The MGC Personal Scheduler application is a plug-in to Microsoft Outlook, enabling users to schedule, via Microsoft Outlook, conferences on the MCU in the same manner as scheduling regular meetings.

Connecting to the MGC Web Server

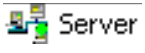
The MGC Web Server Manager application is the link between the MCUs and the MGC Web Server. Therefore, the MGC Web Server Manager application must first connect to the MGC Web Server before the connection to the MCU may be initiated.

To connect to the Web Server:

1. In the *Browser* area, right-click the *Server* icon, and then click **Connect Server**.



When the MGC Web Server is connected to the MGC Web Server Manager application, the X is removed from the Server icon and a blinking green LED indicates that the server is active.



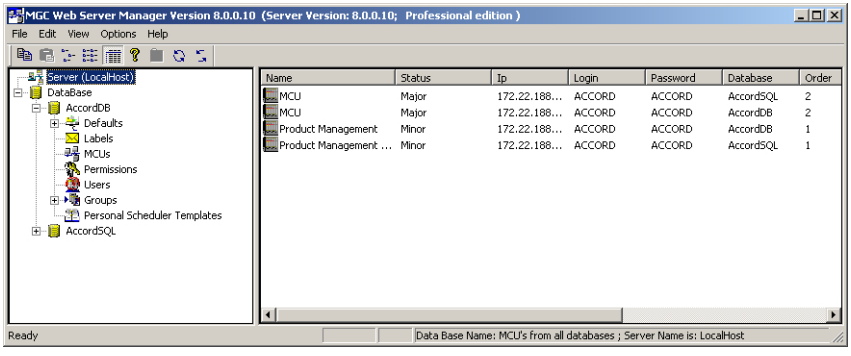
Connecting/Disconnecting to/from an MCU

Once the MCUs are defined in the database, you can connect to an MCU. This step is mandatory in order to run conferences, and it can be performed only after the MGC Web Server Manager is connected to the MGC Web Server. If all MCUs or the MGC Web Server are disconnected, remote users cannot run conferences via the Web. For more details on how to define a new MCU, see Chapter 4, “Defining an MCU” on page 4-1.

Connecting to an MCU

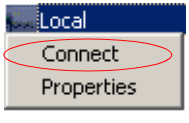
To connect to an MCU:

1. In the *Browser* area, click the *Server* icon to display the list of MCUs currently defined in the MGC Web Server Manager application.


MGC Web Server Manager Version 8.0.0.10 (Server Version: 8.0.0.10; Professional edition)
File Edit View Options Help
Server (LocalHost)
DataBase
AccordDB
Defaults
Labels
MCUs
Permissions
Users
Groups
Personal Scheduler Templates
AccordSQL
Name Status Ip Login Password Database Order
MCU Major 172.22.188... ACCORD ACCORD AccordSQL 2
MCU Major 172.22.188... ACCORD ACCORD AccordDB 2
Product Management Minor 172.22.188... ACCORD ACCORD AccordDB 1
Product Management ... Minor 172.22.188... ACCORD ACCORD AccordSQL 1
Ready
Data Base Name: MCU's from all databases ; Server Name is: LocalHost

The MCUs list contains all the MCUs currently defined in all the databases set in the Web Server Manager application. If the same MCU is defined in two databases, it will appear twice in the MCUs list.

2. In the *Status* area, right-click the MCU icon and then click **Connect**.



The system connects to the selected MCU. The MCU status that appears in the *Status* area changes first to *Connecting*, during the connection procedure and then to *Normal* at the end of the connection procedure.

MCU Statuses

The possible MCU statuses are described in the following table:

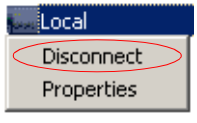
Table 2-2: MCU Status Options

Status	Description
Connecting	Connection in progress.
Normal	The connection is OK and the MCU is in the Normal state.
Start-up	The connection is OK and the MCU is starting up.
Resetting	The MCU is resetting.
Low Memory	The system has used up all its memory resource. In such a case, disconnect all running conferences and reset the MCU.
Bad Connection	The connection between the MGC Manager and the MCU is lost due to LAN problems.
Major	A major error occurred, such as a card was removed from the MCU. Consult the system administrator.
Minor	A minor error occurred. Consult the system administrator.

Disconnecting from an MCU

To disconnect from an MCU:

1. In the *Browser* area, click the *Server* icon to display the list of MCUs currently defined in the MGC Web Server Manager application.
2. Right-click the MCU icon and then click **Disconnect**.



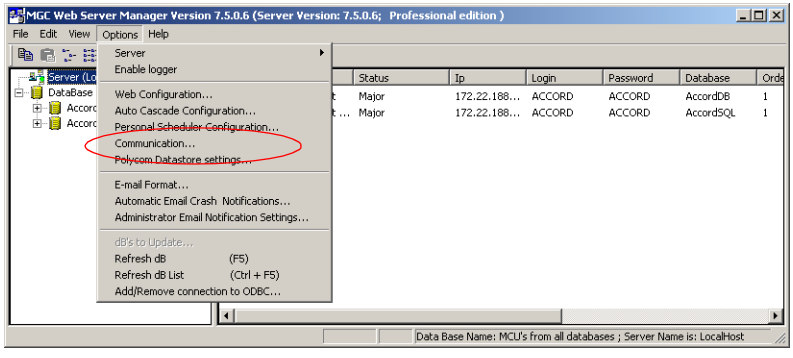
The system disconnects the selected MCU and the MCU status that appears in the *Status* area changes to *Disconnected*.

Setting the Communication Parameters

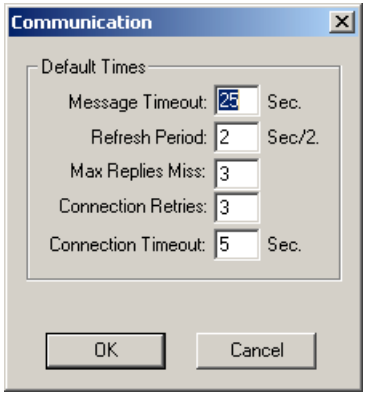
Sometimes there may be a communication problem between the Web Server and the MCUs. One of the options to overcome this problem may be to change the communication parameters between the MCUs and the Web Server. Use discretion and consult your support engineer before modifying these parameters.

To modify the Communication parameters:

1. On the *Options* menu, click **Communication**.



The *Communication* dialog box opens.



2. Define the following parameters:

Table 2-3: Communication Parameters

Field	Description
Message Timeout	If no message is received from the MCU for the time period specified in this field, an error is triggered. Default value is 25 seconds. A higher value should be entered when the connection is slow or all the slots in the MCU are occupied. In these cases, the recommended value is 120 seconds.
Refresh	The frequency at which the MCU information in the MGC Manager screen is updated. The refresh rate is half of the seconds entered here. The default value is 2, which means that the information is refreshed every second (2/2=1).
Max Replies Miss	The number of messages that are sent and not received before a connection problem is triggered and the system considers the connection as lost.
Connection Retries	The number of times the Web Server attempts to establish a connection with an MCU following a disconnection, or connection loss. Minimum value should be 1.
Connection Timeout	The number of seconds the MGC Manager will wait after each connection attempt for connection confirmation. Default value is 5. If the connection is slow, the recommended value is 25.

3. Click **OK**.

3

Setting Defaults

The MGC Web Server Manager application and MGC Manager – Database Manager application enable users to customize their system to their needs by defining default values for reservations, participants and general system parameters. The default sets may be stored in a centralized database or in a local database.

When the WebCommander user defines a new conference (reservation, On Going or a template) or a new participant, each parameters displays the default value taken from the active Defaults set. It minimizes the need to define all the parameters and it allows users to modify specific parameters, as needed.

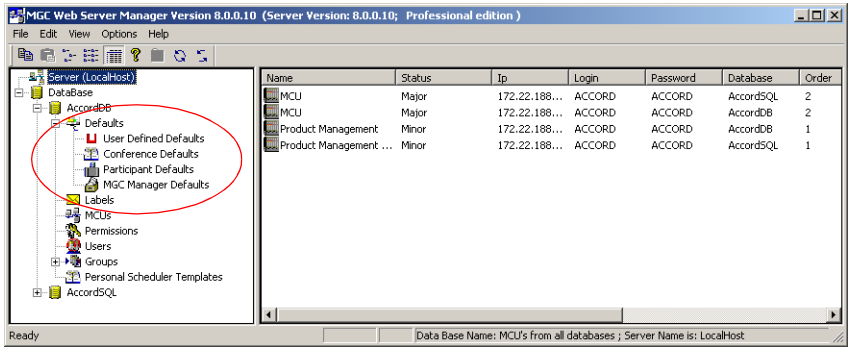
Default sets may be defined for the following categories:

- **Conference Defaults** – A list of all the conference parameters.
- **Participant Defaults** – A list of all the participant parameters.
- **MGC Manager Defaults** – General system parameters that apply only to the MGC Manager. These parameters can also be defined in the MGC Web Server if the same database is used by both applications.
- **User Defined Fields** – These parameters are used to define whether to show the User Defined fields in the conference and participant properties and the titles of these fields to be loaded in the MGC Manager application.

The MGC Web Server Manager includes five default templates which are stored in the Default Group. These templates are in addition to the Reservation Defaults and enables end users to further automate the conference scheduling process. For more details, see Chapter 4, “Default Group” on page 4-55.

To display the defaults categories:

1. Once you are logged into the MGC Web Server Manager, click the plus **[+]** icon to expand the database tree.
2. Click the plus **[+]** icon next to the *Defaults* icon to display the Defaults categories.

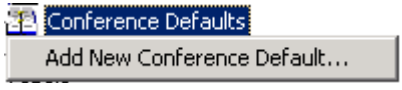


Defining Conference Defaults

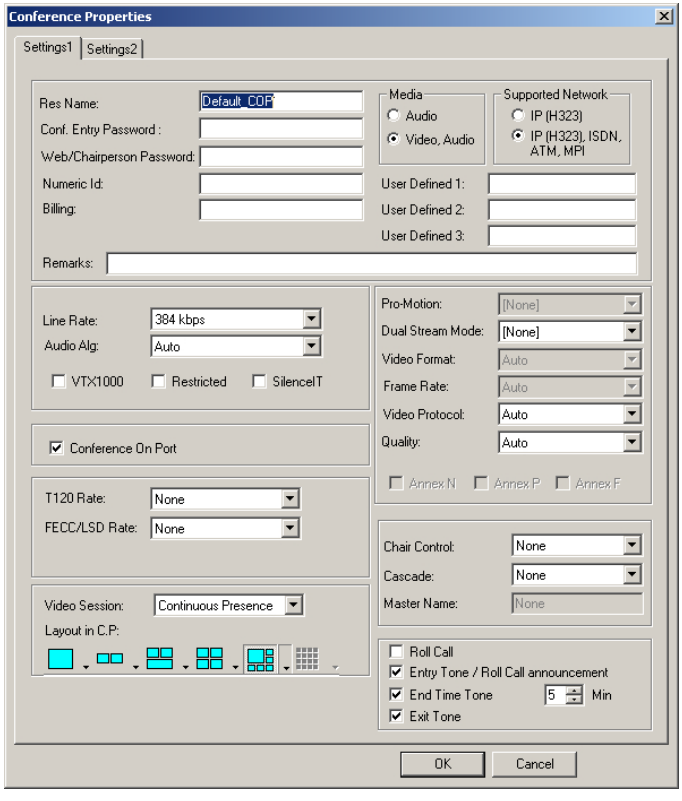
The Conference Defaults are used to define the default values of new conference templates created via the WebCommander application.

To define the Conference Defaults:

1. Right-click the *Conference Defaults* icon, and then click **Add New Conference Default**.



The *Conference Properties – Settings1* dialog box opens.



2. In the *Res Name* box, enter the name of the Reservation Defaults set being created.

3. Define the following fields:

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Conf. Entry Password	Enter a numeric password that will be used by the conference participants to connect to the conference. It is recommended to leave this field blank to let the WebCommander user to enter the password, or MCU to automatically allocate a numeric password.
Web/Chairperson Password	Enter a numeric password that will be used by the meeting organizer/chairperson to connect to the conference (special privileges may be available to the conference chairperson). The same password is also used to view the conference properties using the Web browser, once the conference is started (in the Meeting Director module). It is recommended to leave this field blank to let the WebCommander user to enter the password, or MCU to automatically allocate a numeric password.
Numeric ID	A Numeric ID is a unique number assigned to a conference identifying it to the system. It can be used by the participants to be routed and to access the conference. It is recommended to leave this field blank, to let either the WebCommander user or the MCU assign one, otherwise, all conferences and Entry Queues will the same default number, resulting in error messages. If you assign a number, the MCU cannot automatically assign one instead.
Billing	The conference billing code as assigned to the conference by your reservation system or allocated to the conference chairperson or contact person. It is recommended to leave this field blank, to allow the WebCommander user enter a unique billing code during the conference initiation.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Remarks	Using up to 300 characters, you may enter any text regarding the conference. This text will be included with the conference properties and is also saved to the CDR file as part of the conference record to be retrieved later.
Media	Select whether the default conference is an **Audio** only conference using the VoicePlus features or an **Video, Audio** conference that may include both audio only and video participants. The selection of the media affects the availability of options during the conference template definition. If *Audio Look and Feel* is configured in the Web Configuration function, the *Media* is automatically set to Audio.
Network	Select whether the participants in the conference use *IP* only or may different networks. When selecting *IP* only, the *Software CP* option is enabled in the *Video Session* box.
User Defined 1-3	The three *User Defined* fields enable you to enter general information for the conference, such as the company name, the contact person name, the contact person's E-mail or telephone number, or any required information. The titles of the *User Defined* fields can be modified in the *Database Manager -> Defaults -> User Defined Defaults* and loaded to the MGC Manager application. When starting a conference from the New Meeting window you cannot define these fields (unless they were defined in the template used to start the new conference), however can define this information during the On Going conference. **Notes**: • The *User Defined* fields are displayed only if the *Show User Defined Fields in Conference Parameters* box is selected in the *Server Manager -> Defaults ->User Defined Defaults*.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
User Defined 1-3 (con't)	• If you have modified the titles of the User Defined fields the new titles cannot be displayed in the WebCommander application/ You can manually modify these titles in the appropriate table (language) in the Access or SQL database application.
Line Rate	Specify the transfer rate in Kbps. In a *Video Switching* conference, you must select the highest transfer rate common to all participants. For example, if two participants can connect at a transfer rate of 384 Kbps and one participant can connect at a transfer rate of 128 Kbps, set the Line Rate to 2B or 128 Kbps (2B in Bonding mode). In a conference with participants from mixed networks (ISDN and H.323), the line rate defined for the ISDN participant is the line rate that will be used for the H.323 participant. The line rate currently supported for H.323 is E1. In high rates, the capacity of the H.323 Network card changes. For more details, see the MGC Hardware and Installation Guide, Chapter 4. In *Transcoding* and *Continuous Presence* conferences, the line rate is defined for each of the participants separately. The conference line rate apply only to those participants whose *Line Rate* was set to *Auto*. In such a case, set the conference line rate to the highest transfer rate possible by the endpoints connecting in Auto mode. Maximum transfer rate in Transcoding and Continuous Presence modes is 1920 Kbps (E1). In *Software Continuous Presence* (*SWCP*) the Line Rate is set for conferences and represents the transmission rate from the MCU to the endpoint (combined video rate and audio rate). For more details regarding the Line Rate settings for Software CP conferences, see *MGC Manager User's Guide Volume II,* Chapter 1.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Line Rate (con't)	**Note:** The high line rate transmission is enabled with the standard video card (version 1.43 and up) or with the Video+ card. The line rate of incoming ISDN/H.323 calls can be automatically detected and the participant can be connected according to his/her capabilities, without prior setting of the endpoint's line rate during conference setup. In such a case, the conference Line Rate is the maximum rate for the participant connection. For more details, see *MGC Manager User's Guide Volume II, Chapter 1.*
Audio Alg	Select the preferred audio algorithm. The available audio algorithms are: 8 (G.729/G.723.1), 16 (G.728/Siren7), 24 (Siren14/G.722.1/Siren7), 32 (Siren14/G.722.1/Siren7), 48 (Siren14/G.722/G.711), 56 (G.722/G.711), or 56 (G.711). Siren 7 and Siren14 are Polycom proprietary audio algorithms. Siren14 can be used only if the MCU is configured to Wideband. To support Siren14**,** The system must include: • The appropriate Polycom settings to support Siren14. • An Audio+ card must be installed in the MCU. If the conference is set to Siren14 and the endpoints cannot connect in Siren14, G.722.1 is used instead. The option 8 (G.729/G.723.1) is available only in IP Only (VOIP and video) conferences. In *Video Switching* conferences, all of the participants must use the same audio algorithm. Participants with endpoints that do not support the algorithm selected for the conference are connected as Secondary (Audio only). If the conference line rate is set to 2B or 128 Kbps, to achieve the best audio and video quality select the appropriate audio algorithm for all the participants in the following order: G.728, G.722, G.711.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Audio Alg (con't)	When Siren7 (16, 24 or 32 bit) is available, select the audio algorithm in the following order: Siren 7 (16), G.728, G.722, G.711, Siren7 16 bit and G.728 algorithms are interchangeable, and a participant using either one will be fully connected when one of them is selected as the audio algorithm. If the conference line rate is higher than 128 Kbps, to achieve the best audio and video quality, select the audio algorithm in the following order: G.722.1 (32), G.722.1 (24), G.722 / G711. In *Transcoding* or *Continuous Presence* conferences, you can set the audio algorithm to any of the available audio algorithms as in a Video Switching conference. In *Transcoding* or *Continuous Presence* conferences, you can set the audio algorithm to any of the available audio algorithms as in a Video Switching conference. If set to "**Auto**", the system will try to connect the participants using the best possible audio algorithm selecting it in the order described for Video Switching conferences. In Audio Only conferences, the default algorithm is **G.711 (56)**. In a VOIP (Audio Only, IP Only) conference, you can choose between the default **G.711 (56)** and the **G.729/G.723.1 (8)** audio algorithm.
VTX1000	The VTX 1000 is a high quality, Wide Band PSTN conference phone that can be used with the Polycom MCU. During endpoint capabilities exchanges a modem is used and the G.722.2 algorithm implemented. the VTX 1000 users are allocated resources during the conference. Select the checkbox when using VTX1000 endpoints. **Note:** The system.cfg flag, VTX1000=YES and the Entry Queue must be enabled in the MGC Manager.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Restricted	Select this option if all the participants are using Restricted lines whose Line Rate for each channel is 56 Kbps instead of 64 Kbps. If not all the participant use restricted lines, the *Restrict* option should be selected only in the participant settings.
SilenceIT	Select the **Silence IT** check box to enable this feature. When a noisy line is detected and an Audio participant is muted, a message is played, informing the other participants that one of them was muted due to the noisy line. Silence IT must be enabled in the IVR Service to be enabled for new conferences. If Silence IT is not enabled in the IVR the conference definition is rejected.
Conference On Port	Select the Conference On Port setting, when you want conferences to use a single video port on the MCU. It enables the selection of a video layout for the conference, but all the conference participants see the same layout and the same participants, that is, also the speaker can see himself/herself. Personal layout selection is not available in this mode and the video quality is determined by the highest common video parameters and video line rate. The following modes are not available for conferences set to Conference On Port. • Lecture Mode • Personal Layout • Cascading For more information, see MGC WebCommander User's Guide, Chapter 7.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
T.120 Rate	Select the desired T.120 data transfer rate. The lower the rate the slower the transfer rate and the response time. The same T.120 rate must be set for all the conference participants. The highest rate common to all participants should be selected. Select **None** to disable the T.120 mode. If the conference Line Rate is set to 2B, the following T.120 rates are available for selection: • MLP - 6.4k • MLP - 14.4k • MLP - 16k • MLP - 22.4k • MLP - 24k • MLP - 30.4k • MLP - 32k • MLP - 38.4k • MLP - 40k • MLP - 46.4k • MLP - 14.4k • MLP - 62.4k **Note:** Selecting a higher T.120 rate when the conference Line Rate is 2B or 128 Kbps, results in a loss of video quality. If the conference is set to a higher Line Rate, the following T.120 rates are available: • HMLP - 64k • HMLP - 128k
FECC/LSD Rate	Using certain video cameras and their accompanying software, a participant may control a far-end camera. This field is used to define the LSD mode.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Video Session	Select the appropriate Video Session: **Video Switching** - To set a conference in which all the participants use the same video and audio formats, by setting the communication parameters to the common capabilities. Whenever a participant starts to speak, he/she appears on all screens as the conference is a voice activated video switching conference. All participants view the participant who is the speaker. Up to 16 or 30 participants (if at least one Audio Bridge is set to 1/30) can take part in a Video Switching conference using the standard Audio card. Up to 100 participants at 128Kbps can take part in a conference running on the Audio+ card. **Transcoding** - To set a conference in which participants use different video, audio and data formats, maintaining the highest video and audio capability each participant can achieve with his/her codec. Like Video Switching, the current speaker is displayed on all terminals.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Video Session (con't)	**Continuous Presence (CP)** - A Continuous Presence conference is a conference in which several participants can be viewed simultaneously. Each participant uses their own endpoint's capabilities, thus maintaining the highest video, audio and data capability that can be achieved. If the number of participants is less than or equal to the number of participants displayed, each participant can see all of the other participants. When selecting Continuous Presence the following layout options are available: • Classic • Quad Views • Software **Classic** - Classic Continuous Presence used the standard Video card. 21 video layouts are available in this mode. **Quad Views** - The Quad Views mode requires the Video+ card. It includes layouts for large video conferences. This mode should be selected when the conference includes 10 par tic pants or more. **Software** - Software Continuous Presence is implemented in IP networks only and is a software solution that resembles the Continuous Presence feature in terms of functionality, without using video card resources. Software CP combines four incoming QCIF streams with fixed video bitrate from four different participants into one outgoing CIF stream. In Software CP conferences only two types of Video Layout formats are available: 2x1 and 2x2. If the conference includes less than 5 participants, one of the participant's layout windows is grayed out. For more details, see MGC Manager User's Guide Volume II, Chapter 1.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Pro-Motion	Pro-Motion is enabled only in the *Video Switching* mode. Pro-Motion is a video encoding mechanism that improves the video quality in Video Switching conferences, set to NTSC or PAL (4CIF) resolution. Select either **50 Fields (PAL)** or **60 Fields (NTSC)**. Pro-Motion is sent to the endpoint at 60 Fields Per Second (FPS) for NTSC and 50 FPS for PAL systems. The interlaced video mechanism takes two separate video frames and merges them into a single frame. **Note**: When a conference is set to any Pro-Motion option, endpoints sending a Pro-Motion video resolution (for example, NTSC instead of PAL or vice-versa) or that do not send a Pro-Motion resolution, connect as Secondary (Audio Only).

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Dual Stream Mode	In this mode, one of the endpoints sends two video streams: Video and data. The video streams are handled differently by the receiving endpoint. The different streams may be shown on separate screens. Select one of the following options: **None** - The Dual Video mode is unavailable. In such a case *Video Protocol* is set to **Auto**. H.239 and People+Content - H.239 and People+Content are very similar in function, but differ in the type of signaling used for each protocol. People+Content is the Polycom proprietary protocol while H.239 is the industry standard. When an endpoint can support both H.239 and People+Content protocols, H.239 is selected as the preferred communications protocol. In the Reservation Template *Settings - Dual Stream mode* drop down box, three *H.239* ***People+Content (H.239/P+C)*** Video streaming formats are available: **Graphics** - for standard graphics **Hi-res Graphics** - for high quality display or highly detailed graphics **Live Video** - for video clips or live video display 128 Kbps is the minimum Line Rate setting for a H.239/People+Content conference. When the Content channel opens, the required bit rate is taken from the video channel bit rate, and may affect the quality of the transmitted video quality. The bit rate allocated to the Content channel depends on the conference type and the conference line rate, where the minimum is 64 Kbps, and increases in multiple of 64 Kbps. The bite rate allocation is dynamic and when the Content channel closes, the video bit rate is restored to its maximum. People+Content in a Cascading conference is enabled only for Video Switching IP Only conferences, in a Star Cascaded topology.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description

Dual Stream Mode (con't)	H.239 and People+Content supports the following features:
	• Entry Queues
	• Highest Common Phase 2
	• H.264
	• 4CIF
	• Encryption
	• FECC (H.320 and H.323)
	Limitations
	• In Continuous Presence conferences - Software and Quad View modes are disabled
	• H.239 is not supported in:
	  • ISDN (H.320) calls
	  • H.320 Cascading conferences
	  • MIH Cascading conferences
	  • Simple cascading conferences
	  • T.120 conferences
	  • Double Gateway configurations
	Using this feature the People video stream and the Content video stream are treated differently by the endpoints. For more information, see WebCommander User Guide Chapter 7, "Dual Stream Modes" on page 7-30.
	People and Content V0 - Polycom proprietary technology that works mainly with PictureTel endpoints. *Content, Annex N, Annex P* and An*nex F* are automatically checked by default.
	DuoVideo - Dual Stream mode available with Tandberg endpoints in which one conference is set as the video conference and the other as the presentation conference. Select this option to define the presentation conference.
	Polycom Visual Concert PC/FX - Available with Polycom Viewstation or Viewstation FX endpoints. Select this option to enable the Visual Concert option for the conference. Annexes can be selected.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Video Format	CIF and QCIF are video formats used in video conferencing systems. *Video Format* specifies the data rate (in number of frames per second) and the resolution of each frame (number of lines in a frame and the number of pixels in each line). *Video Format* is enabled only in *Video Switching* mode and when the *Video Protocol* is set to H.261 or H.263. **CIF** (Common Intermediate Format) - Each frame contains 288 lines and 352 pixels per line. The data rate is up to 30 frames per second (FPS) **QCIF** (Quarter Common Intermediate Format) - Each frame contains 144 lines and 176 pixels per line (it is one-fourth the resolution of *CIF*). This field is disabled if the *Video Protocol* field is set to **Auto**. • Using the *H.261* protocol, you can select Auto, QCIF, or CIF. Select **Auto** to allow the system to select the video format for the conference according to the participants' capabilities and enable the dynamic adjustment of the highest common video resolution. In such a case, the system will connect all the participants in CIF format.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Video Format (con't)	If one of the participants' endpoints does not support CIF, the conference video format will change to QCIF for all the participants. • Using the *H.263* protocol, you can select one of the following options: Auto, QCIF, CIF, 4CIF, 16CIF, VGA, SVGA, XGA and NTSC. **4CIF -** High Quality 4CIF video resolution available in Continuous Presence conferences running at 512 Kbps or higher line rates. In this mode, the endpoints transmit CIF (or QCIF) and receive 4CIF images from the MCU. In full screen layout (1x1), endpoints that can send 4CIF images will also receive and view 4CIF images from the MCU. In 4CIF CP conferences, you can select the *Quality* of the screen display depending on the video transmission: Sharpness - Optimized for details. The video picture does not change frequently, but it includes details that you want to display in higher resolution. For example, when displaying still images, presentations, or capturing people. Motion - Optimized for motion. The video pictures change frequently and display movement, for example, a sporting event where the camera is moved around, people moving around, etc. **NTSC** (National Television Standards Committee) - Each frame contains 525 lines and up to 16 million colors. **VGA** (Variable Graphics Array) - 640 x 480 resolution **SVGA** (Super Variable Graphics Array) - 800 x 600 pixel resolution **XGA** (eXtended Graphics Array) - 1024 x 768 pixel resolution VGA, SVGA, XGA and NTSC options are important for displaying content when selecting the *People and Content* mode. Typically the *People* resolution is CIF with a frame rate of up to 30 frames per second, while the *Content* resolution is VGA, SVGA, XGA or NTSC.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Frame Rate	The Frame Rate is enabled only in *Video Switching* mode and the *Video Protocol* is set to H.261 or H.263. If you have selected *QCIF, CIF, 4CIF, 16CIF, VGA, SVGA, XGA, or NTSC,* select the number of frames per second rate to define the quality of the video transmission. 7.5 indicates a video quality of lower than 30 frames per second. Select **Auto** to enable the dynamic adjustment of the conference frame rate to the highest common rate. This field is disabled if the Video Format field is set to **Auto**.
Video Protocol	The Video Protocol, Video Format and QCIF Frame Rate are parameters that determine the highest common video used by all the conference participants. The *Video Protocol* determines the video compression standard used by the endpoints. **Auto** - Select this option to let the system automatically select the appropriate compression method and enable the dynamic adjustment of the highest common video algorithm. In such a case, when a participant leaves the conference, the MCU adjusts the common video to the highest level for the remaining connected participants. This setting overrides the *Video Protocol* settings in the *Participants Properties - Advanced* dialog box as the dynamic mode settings are forced by the MCU. **H261** - The video compression standard mandatory to all endpoints. **H263** - A compression standard that provides improved video quality at a line rate lower than 384 Kbps. This standard is not supported by all endpoints. If H.263 is selected in Video Switching conferences, all participants must be connected using this protocol. Participants whose endpoint does not support H.263 are connected as Secondary.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Video Protocol (con't)	**H264*** - H.264* incorporates DCT (H.263) compression principles, but is provided at half the bit rate. H.264* provides CIF/4CIF video using low bit rates and implements a fixed video rate when the video stream of the endpoint becomes active ("people"). The endpoint that supports H.264* is iPower. **H264** - The H.264 standard provides better compression of video images in lower line rate connections and is part of the Highest Common mechanism in Video Switching conferences. When the conference line rate is up to 384 Kbps, and the Video Protocol is set to Auto (in both VSW and CP conferences) the system tries to connect the participant using H.264 video protocol first. Only if the endpoint does not support H.264, the system tries to connect the participant using H.263 or H.261. When *H.264* is selected, the *Video Format* is disabled and set to *Auto*. **Notes:** • When selecting the H.261 or H.263, the system regards it as a fixed format and disables the dynamic adjustment of the highest common video. • The dynamic adjustment of the video protocol applies only to H.320 (ISDN) participants. The dynamic adjustment of the video protocol supports only 30 frames per second in CIF format. All other H.263 capabilities are disabled.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Annexes	Annexes are additions to the *Video Format* when using H.263 Video Protocol, increasing the quality of the video display. Annexes N, P and F are enabled only when you are in Video Switching mode and the *Video Protocol* is set to *H.263*. The *Video Format* may be set to QCIF, CIF, 4CIF, 16CIF, VGA, SVGA, XGA, or NTSC. When *Video Format* is set to **Auto**, the system selects the appropriate annexes according to the endpoint's capabilities. The annexes are required in the *Dual Stream* mode, but may also be selected independently. • **Annex F** - Advanced Prediction Mode. This annex enables the transmitting encoder to use four motion vectors for every macro block (one motion vector per block). A macro block is a piece of the picture that contains four blocks. Without this annex, the transmitting encoder can only choose one motion vector for optimal prediction of the macro block. • **Annex N** - Reference Picture Selection Mode. This annex enables the conference to recover efficiently after transmission errors have occurred in the macro blocks, and reported via a relevant message to the speaker encoder. • **Annex P** - Reference Picture Re-sampling. This annex enables the transmitting encoder to apply a re-sampling process to the previous decoded reference picture in order to generate a warped picture, for use in predicting the current picture. The main purpose of this annex is to support the relationship of the current picture to a previous picture, which had a different source format, such as CIF, QCIF, 4CIF, etc.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Chair Control	Chair Control is an option that enables an endpoint to control the conference and other conference participants. This option is used to enable the Chair Control. This option is enabled when the Cascade field is set to *None*.
Cascade	Cascade is an option that enables you to run a conference that is connected directly to other conferences (these conferences are not connected directly to each other). The conferences may run on different MCU's or on the same MCU (for large conferences that exceed the maximum number of participants per conference). This option is used to enable and select the cascading mode.
Master Name	When setting a *Slave* conference, the *Cascading* option should be set to *Slave*, and the name of the participant that acts as the link to the *Master* conference is selected from the *Master* drop-down list.

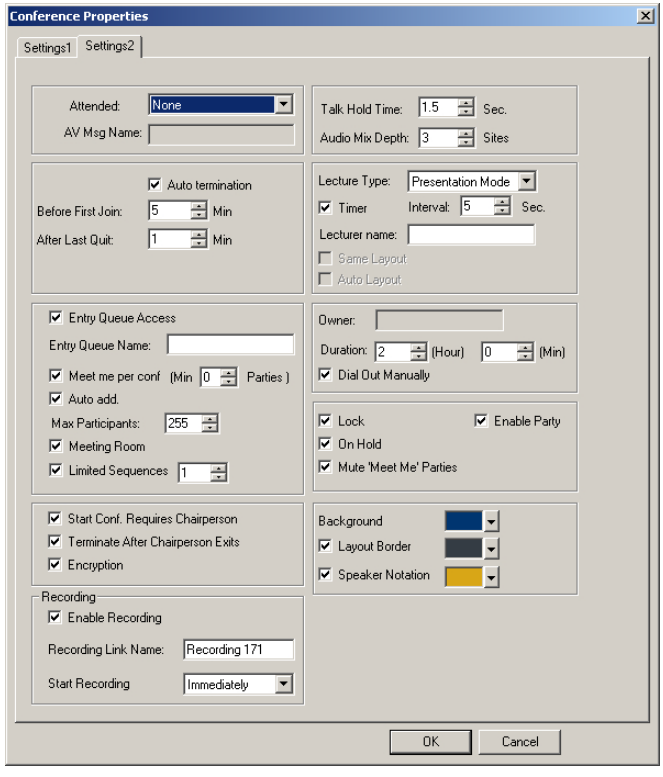
Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
Roll Call	Roll Call is a feature of the IVR Message Service used to record the participants name and play it back when entering and leaving a conference. The chairperson can request the system to play the names of all connected conference participants at the beginning of the conference, or at any time during the conference. This option may be enabled only when the Roll Call option is enabled in the IVR Service assigned to the conference. When enabled for the conference, the participant records his/her name upon connection to the conference and the chairperson may request a roll call in which the recorded names of all conference participants are played back to the conference. If *Entry Tone* and *Exit Tone* are enabled for the conference, participant name is played when the participant enters or leaves the conference. If *Roll Call* option is disabled for the conference but enabled in the assigned IVR Service, the participant name is recorded as the Roll Call may be enabled during the on going conference, but roll call cannot be requested.
Entry Tone	Select this option to enable the *Entry Tone*, which is played when a participant (audio or video) connects to the conference. This tone is heard by all the participants currently connected to the conference (but not by the connecting participant). The tone is embedded in the MCU software. **Note**: If *Roll Call* is enabled for the conference, the Entry Tone is replaced by a playback of the recorded participant name.

Table 3-1: Reservation Defaults - Settings1 Parameters

Option	Description
End Time Tone n Min	Select this option to enable the *End of Conference* reminder tone to be played once, to all the connected participants, *n* minutes before the end of the conference. This tone is different from other tones. The tone is embedded in the MCU's software. **Note:** If the automatic extension of the conference is enabled for the MCU in the "confer.cfg" file, selecting this option also enables the automatic extension of the conference duration for this conference. For more details see the *MGC Administrator's Guide, Chapter 5*.
Exit Tone	Select this option to enable the *Exit Tone*, which is heard by all the connected participants when a participant leaves the conference. This tone is different from other tones. It is embedded in the MCU's software. **Note**: If *Roll Call* is enabled for the conference, the Entry Tone is replaced by a playback of the recorded participant name.

4. Click the **Settings2** tab to display additional parameters.



The *Attended* and *AV Msg Name* fields change to *IVR* and *IVR Msg Name* if *Audio* is selected as the *Media* in the *Settings1 tab*.

5. Define the following parameters:

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Attended	Select one of the following options: **None -** No Attended services are used during the audio only conference.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Attended (cont.)	**Welcome (No Wait) -** Select this option for a Greet & Guide conference in which the participant is greeted by an audio message and after a pre-defined period, and automatically connects to the appropriate conference. **Attended (Wait) -** Select this option for a attended conference in which a participant is greeted by an audio message, and then is assisted by the operator who connects him/her to the appropriate conference. **IVR -** The IVR Service enables control over the conference from the participant or chairperson endpoint using touch-tone codes (DTMF). Select this option to assign an IVR Service to the conference. This option can only be selected if an Audio+ card is installed on the MCU. If the *IVR Service* check box is cleared and the *Entry Queue Access* check box (in the *General* tab) is checked, the participant connects to the conference directly from the Entry Queue. If both the *IVR* check box and the *Entry Queue Access* check box (*General* Tab) are cleared, dial-in participants can only connect to the conference once dialing the conference dial-in number (Meet Me conference) or if they are defined prior to the conference start. When you enable the *IVR* field the following parameter check boxes become available: • Start Conf. Requires Chairperson • Terminate After Chairperson Exits • Enable Invite • Roll Call

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
AV Message Name	If you have selected the IVR Service in the Attended field, type the name of the IVR Service. If left blank, the system uses the default IVR Service. If you have selected a Welcome (No Wait) or Attended conference, type the name of the AV Service. The AV Service is defined in the MGC Manager application. If left blank, the system uses the default AV Message Service.
Auto Termination	Select this check box to automatically terminate the conference by the MCU when: • No participant has connected to the conference during a predefined time period Or • All the participants have disconnected from the conference and the conference is idle for a predefined time period
Before First Join x Min	This option is enabled when the *Auto Termination* option is selected. Enter the number of minutes that should pass from the conference start time without any connected participant, before the conference is considered as idle. If no participant has joined the conference during this period, it will be automatically terminated by the MCU.
After Last Quit x Min	This option is enabled when the *Auto Termination* option is selected. Enter the number of minutes that should pass from the time the last participant disconnected from the conference, before the conference is considered as idle. If the conference remains idle and no other participant joins in during this period, the conference will be automatically terminated by the MCU.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Entry Queue Access	An Entry Queue is a special routing lobby queue to which one or more dial-in numbers are assigned. When callers dial the assigned number, they access a queue where they wait to be connected to the conference. While waiting in the queue, they hear the audio messages and prompts, and interact with the system using touch-tone signal (DTMF codes). The participants may be connected automatically to the conference if they have provided the required conference password, or they will wait for the Operator's assistance if enabled for the Entry Queue and if requested by the caller. Select this check box to force participants to access the conference via an Entry Queue. When selected, the participant must dial the Entry Queue dial-in number and enter the correct conference password in order to be transferred to this conference. **Note**: If this conference is also set as *Meet Me Per Conf* to which a separate dial-in number is assigned, the participant can also connect directly to the conference using this number. To save the dial-in number, do not select Meet Me Per Conf.
Meet Me Per Conf	Select this check box to enable the *Meet Me Per Conference* option. When selecting this option, the *Meet Me Per Conference* tab appears. The *Meet Me Per Conference* option allows "undefined" participants to connect to a conference by dialing a pre-defined conference number. "Undefined" participants are participants that were not defined prior to the conference start.
Auto Add	This option is enabled when the Meet Me Per Conf option is selected. It allows dial-in participants to automatically connect to the appropriate conference, without prior setting of the participant parameters.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Min x Parties	Available only when the *Meet Me Per Conf.* and *Auto Add* options are checked. It lets you reserve resources for the specified number of dial-in participants. This number includes the defined and undefined participants. Additional participants (defined and undefined) will be able to connect to the conference as long as there are available resources or the *Max Parties* limit is met.
Max Parties	This option is used to control the number of participants that can connect to a conference. Select the maximum number of participants that can automatically connect to the conference. If you select Auto, the number of participants that can connect to the conference is limited only by the availability of the MCU resources and the maximum number of participants per conference. This option is useful in “Meet Me Per Conference” with “Auto Add” participants.
Meeting Rooms	Select this option to set the reservation as a Meeting Room.
Limited Sequences	This option is enabled when the *Meeting Room* option is selected. Select this check box to limit the number of times the Meeting Room will be activated. When the check box is cleared, the conference will remain in “sleep mode” indefinitely, and can always be activated. When this option is selected, select the number of times the Meeting Room can be activated. Entering 2 means that the Meeting Room may be activated twice, but it will remain passive during the period of inactivity.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Start Conf. Requires Chairperson	Select this check box to indicate that the conference will only start when the Chairperson connects to the conference. Participants that connect to the conference before the chairperson are placed on hold and hear background music. Once the chairperson connects to the conference, the participants are automatically connected to the conference. When the check box is cleared, the conference starts at its predefined time or when the first participant connects to it.
Terminate after Chairperson Exits	Select this check box to automatically terminate the conference once the conference Chairperson disconnects from the conference.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Encryption	Encryption is a process of disguising information into “ciphertext,” or data that will be unintelligible to an unauthorized person attempting access to the media. In the WebCommander the behavior of the system at a conference and participant level is dependant on MCU system.cfg flag settings set in the MGC Manager. In the Web Server Manager encryption must be enabled in the *Default -Conference Defaults* by selecting the *Settings2 - Encryption* box. In the *Participants Defaults - Settings2* you can select the appropriate *Encryption* default setting - *Auto/ On/Off.* Encryption supports all types of audio and video conferences including ISDN and IP participants. The following guidelines apply to encryption: • Encrypted can be enabled at the conference or participants level • Endpoints must support both AES 128 encryption and DH 1024 key-exchange standards to encrypt and to join an encrypted conference • Encrypted conferences with ISDN participants require the installation of MUX+ card on the MCU • Encrypted conferences with IP participants require the installation of IP+ card on the MCU • The encryption feature supports all conference types, including: Cascading, People and Content, Operator, Meeting Rooms, Entry Queues, and Ad Hoc conferences • In a cascaded encrypted conference it is important that the Link between the conferences is encrypted

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Talk Hold Time	Indicate the minimum period, in seconds, that a participant has to speak to become the main speaker. During this period, no other participant is allowed to become the main speaker. This parameter is designed to prevent participants from becoming the main speakers by coughing or laughing, and to avoid fast and frequent changes of the main speakers.
Audio Mix Depth	Indicate the number of the loudest voices speaking at the same time that will be heard. The value 3 indicates that the three loudest participants speaking at the same time will be heard.
Lecture Type	Select the Lecture Modes from the drop-down list: • **None** - Select this option to disable the Lecture Mode option. • **Lecture Mode** - Enables the speaker to be seen by all other participants in full screen. While the lecturer is speaking, the system automatically switches between participants in a predefined time interval, showing them sequentially on his/her endpoint monitor. Note: Lecture Mode is disabled when Same Layout is selected. • **Lecture Show** - One-way communication mode in which conference participants see and hear the conference lecturer, however they are not seen or heard by the lecturer (one way communication). Notes: • Lecturer selection is mandatory at the reservation stage and Lecture Show is enabled only when one is selected. The lecturer cannot be changed or deleted during the On Going conference. Full screen (1X1) format is the only video layout that can be selected for Lecture Show.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description

Lecture Mode (con't.)	• **Presentation Mode** - In Continuous Presence conferences the system automatically displays the active speaker full screen on all the conference participant monitors while the layout of the current speaker displays the previous speaker of the conference. When another participant starts talking, the Presentation Mode is cancelled and conference returns to its predefined video layout.
	In a COP conference, when the speaker becomes the conference presenter, the conference layout is automatically set to 1x1 (full screen) and all participants including the active speaker view this layout.
	  • If the speaker is an Audio Only participant (in a video conference), the Presentation Mode is disabled for that participant.
	  • Video Forcing apply while the conference is in normal speaker mode. When Presentation Mode is activated, only the lecturer can set the video forcing and it applies only to the conference layout.
	• During an On Going conference set to Presentation Mode that is running on the standard Video card, asymmetric conference layouts are unavailable for selection.
	• When a conference set to both Auto Layout and Presentation Mode is run on the Standard Video card, the definition of the layouts selected for Auto Layout changes. For more details, see MGC Administrators Guide, Chapter 5.

Timer	Select this check box to activate the automatic switching of the participants displayed in the video windows shown on the lecturer screen. It also enables the *Interval* option.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Interval	Enter the number of seconds a participant is displayed in the video window on the lecturer monitor before switching to the next participant.
Lecturer Name	Used to select the Lecturer name. This option is not applicable during the defaults definition.
Same Layout	Select this check box to enable the Same Layout feature. Same Layout is a feature that "sets" and imposes an identical video layout for all participants. During the reservation stage, the moderator is able to select a specific layout of his choice and apply the selected layout settings to all conference participants. It allows conference participants to view his/her own video image. When *Same Layout* is enabled during the reservation stage, conference participants can view his/her own video image to ensure that image projection is of a reasonable quality (for example: distance, focus, lightning, posture, and presentation).

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Auto Layout	In Auto Layout the system automatically selects the conference layout based on the number of participants participating in the conference. With Auto Layout, when a new video participant is connected/disconnected, the conference layout automatically changes format to reflect the new number of video participants. Audio Only participants do not affect the selected layout. • Software CP conferences cannot be set to Auto Layout. • The Auto Layout feature can be used with Lecture Mode (for the lecturer display), but cannot be enabled with *Lecture Show*. • Auto Layout can be used with *Same Layout* and *Conference on Port* (COP). In this mode, the system selects the layout as if one additional participant was added to the conference to show the self view of the speaker.
Owner	The name of the user who has created the Defaults set or to whom the administrator has assigned the default set.
Duration	Enter the conference length using the format HH:MM. For example, to define a duration of 30 minutes, enter 0:30 and to enter the duration of 90 minutes, enter 01:30.
Dial-Out Manually	Select this check box to designate an operator-controlled dial-out conference connection. If Dial-Out Manually is checked, the operator monitoring the conference needs to manually connect each of the participants to the conference. The participants remain on standby until the operator finishes connecting all the participants to the conference, otherwise, the participants will connect at the same time when the conference starts and becomes an On Going conference.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Lock	Select this check box to lock the conference and prevent dial-in participants from joining the conference once the conference has started. Clear this check box to unlock the conference and allow dial-in participants to join the conference. A locked conference can be unlocked during an On Going conference.
On Hold	Select this check box to place the conference on hold when it is started. When a conference is on hold, all participants hear background music. When selected at the reservation stage, once the conference is started, it is automatically placed on hold and the participants hear music upon connection to the conference. A conference can be also be placed on hold and released during an on going conference from the Meeting Director window or by the chairperson using the appropriate DTMF code from his/her touch-tone telephone.
Mute "Meet Me" Parties	Select this check box to mute undefined dial-in "Meet Me" participants. Once connected to the conference they are automatically muted by the MCU to prevent background noises until all the participants are connected. In addition, if a lecture takes place it assures that late arrivals will not disrupt the lecture. The *Mute "Meet Me" Parties* option may be disabled and enabled during the on going conference (in the Meeting Director window) or via the telephone using the appropriate DTMF code.
Enable Party	Select this option to enable the Invite feature during an on going Audio Only conference. It enables the chairperson to request a line and dial-out to invite participants to join the conference.

Table 3-2: Reservation Defaults - Settings2 Parameters

Option	Description
Background/ Layout Border/ Speaker Notation	If the conference is handled by the Video+ card, you can add visual effects such as borders and colors, to the video layouts display on the endpoints. The following modification options are available: • *Background color* - the color displayed when a video layout is empty. This may happen when the video layout contains more windows than connected participants. • *Layout Border* - the borders frame of each window in the video layout. The thickness of the border is fixed. • *Speaker Indication* - you can use a different color for the border to highlight the window of the current speaker.
Recording - Enable Recording	Enables the recording of audio in a audio or video conference by an external recorder. The setting in the Default Reservation/ Start Recording define when the conference recorder is activated when the conference is On Going. Select this check box to enable the conference recorder.
Recording Link Name	The name of a recording link defined in the MGC Manager.
Start Recording	Select one of the following settings for activating the *a* recorder: • Immediately • Upon Request When set to *Immediately* the first participant to enter the conference, activates the conference recorder. When *Upon Request* is the selected default the conference chairperson or the Operator can manual activate the conference recorder from the On Going Conference recording pane. For more information see

6. Click **OK** to confirm and store the new *Conference Defaults* set.

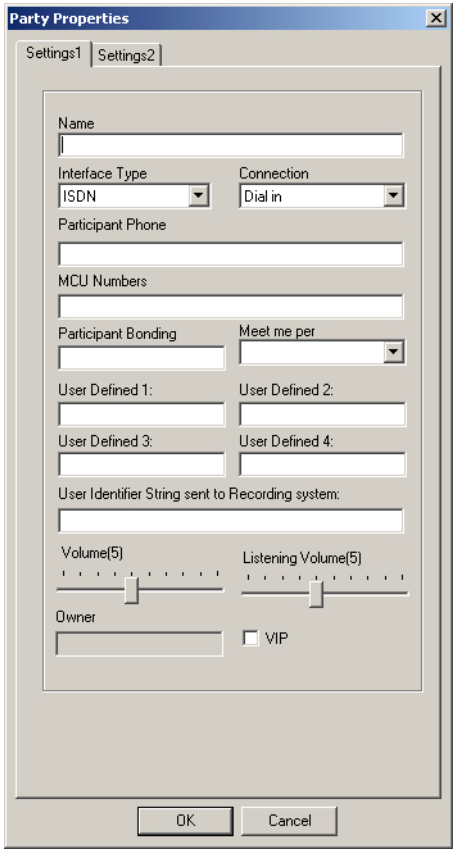
Defining Participant Defaults

The Participant Defaults are used to define the default values of parameters in the new participant templates created in the WebCommander application.

To define the Participant Defaults:

1. Right-click the *Participant Default* icon, and then click **Add Participant Defaults**.

The *Party Properties-Settings1* dialog box opens.



2. In the *Name* box, enter the name of the participant defaults set.
3. Define the following parameters:

Table 3-3: Participant Defaults - Settings1 Parameters

Option	Description
Name	Enter the participant's name using numerals and characters only. You must give each participant a distinct name.
Interface Type	Select the Interface Type. Select **ISDN** if the participant connects via ISDN lines, **T1-CAS** if the participant connects via T1-CAS lines, **ATM** if the participant is using the ATM network, **H.323** or SIP if the participant is connected via LAN, and **MPI** if the participant is connected via serial connection. Note: SIP participants require the IP+ card series, hardware version 4.24 or above.

Table 3-3: Participant Defaults - Settings1 Parameters

Option	Description
Connection Type	Select the appropriate connection type from the drop-down list. The MGC WebCommander allows you to set up conference dialing according to three connection types: ***Dial-in*** - The participant phones the MCU at conference time. You inform the participant of the MCU's phone number. When selecting this option, the *Meet Me Per* options are enabled. Do not select this option if your default participant's connection type is T1-CAS as only undefined T1-CAS participants can connect to conferences. ***Dial-out*** - The MCU calls the participant at conference time. The participant's phone number may be entered later, when setting up the conference. If the *Manual Dial Out* option in the Schedule tab of the conference settings is cleared, the MCU automatically calls the participant at conference time. If this option is checked, the operator calls the participant. ***Direct*** - The participants are connected directly to the MCU through an ISDN leased line. No dialing is required for direct connections.

Table 3-3: Participant Defaults - Settings1 Parameters

Option	Description
Participant Phone Numbers	This field applies to the ISDN/T1-CAS, Dial-out connection type, or to ISDN, Dial-in *Meet Me Per MCU* option (when selected). Type the participant's phone number (including country and area codes when required) to be dialed by the operator when connecting the participant to the conference. Add a semicolon (;) between numbers when several numbers are to be assigned to a participant. For example, 92511111;9251112;….;xxxx. If the *Meet Me Per MCU* option is selected, type the phone number by which the participant is identified (CLI number). This number is used by the MCU to route the caller to the appropriate conference.
MCU Numbers	This field applies only to the ISDN, Dial-in, Meet Me per MCU-Conference connection type. Enter the phone number the participant should dial to connect to the MCU. If left blank, the MCU automatically assigns a dial-in number (from the list of dial in numbers defined in the Network Service) when the conference starts.
Participant Bonding	This field applies only to the ISDN, Dial-out connection type, and should be used only if Bonding is the selected *Aggregation* type for the participant. Enter a single number for all the aggregated channels. The system will automatically assign the appropriate phone numbers to the remaining channels. If left blank, the MCU automatically assigns the first number that appears in the *Participant Phone Number* field when the conference starts.

Table 3-3: Participant Defaults - Settings1 Parameters

Option	Description
Meet me per	This field applies only to the ISDN, Dial-in connection type. ***Party*** - The participant dials a unique dial number for each group of channels he will use. ***Channel*** - The participant dials a different dial number for each channel. ***MCU –*** A single phone number is assigned to all the conferences running on a certain MCU. The MCU phone number is entered in the *Network Service – Span and Phones* dialog box. The participants are routed to the appropriate conferences according to their phone numbers (CLI) which are entered in the *Participant Phone Numbers.* When a participant dials in to the conference using the MCU number, the PBX identifies the originating party number and routes the participant to the appropriate conference accordingly. This option should be used only with PBXs supporting the CLI (Caller ID) option.
User Defined 1-4	There are 4 *User Defined* fields that enable you to enter general information for the participant, such as the participant's: E-mail address, telephone number, company name, location, or any required information. The titles of the *User Defined* fields can be modified in the *Database Manager*/*Web Server Manager-> Defaults -> User Defined Defaults* and can be loaded only to the MGC Manager application. **Note**: The *User Defined* fields are displayed only if the *Show User Defined Fields in Participant Parameters* box is selected in the *Web Server Manager -> Defaults ->User Defined Defaults*.

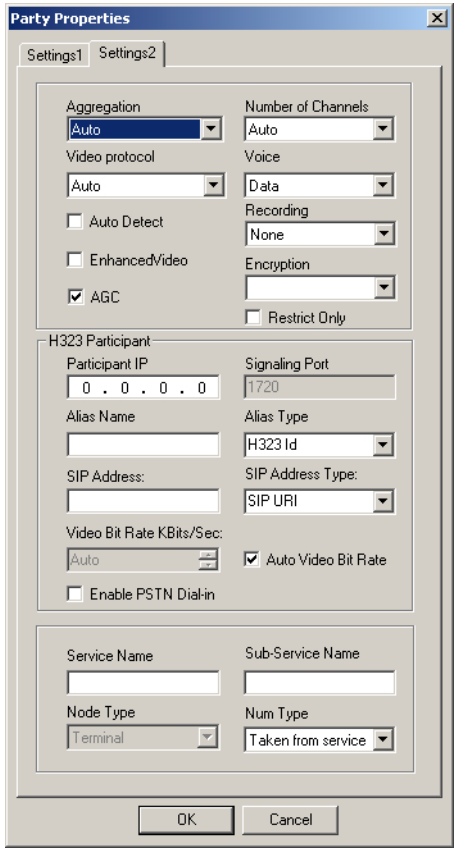
Table 3-3: Participant Defaults - Settings1 Parameters

Option	Description
User Identifier String sent to the Recording system	Enter the string sent to the Recording System via DTMF codes that identifies the recording. This identifier string is used later by the user connecting to the conference recorder Web site to identify the recording and retrieve it. You need a unique User Identifier String for each recording. The User Identifier String can consist of one of the following options: • a series of numbers. In such a case all the recordings will have the same number assigned to them • **n** - Enter n to assign the conference Numeric ID or the Conference password to the recording as the identifying string. • **I** - Enter i to assign the conference Chairperson password to the recording as the identifying string. • **b** - Enter b to assign the conference billing code to the recording as the identifying string.
Volume	Select the volume in which the participant's audio is transmitted to the conference. The volume scale is from 1 to 10, where 1 is the weakest and 10 is the strongest. The volume of each endpoint at the time of connection is 5. One movement of the volume slider increases or decreases the volume by one unit. Each unit is equivalent to 3db.
Listening Volume	Select the volume in which the conference audio is heard by the participant. The volume scale is from 1 to 10, where 1 is the weakest and 10 is the strongest. The volume of each endpoint at the time of connection is 5. One movement of the volume slider increases or decreases the volume by one unit. Each unit is equivalent to 3db.

Table 3-3: Participant Defaults - Settings1 Parameters

Option	Description
Owner	Displays the name of the user to whom the default set is assigned. This field is disabled for users without permission to modify (write) database tables. Users with Administrator rights (that can read and write database tables) can assign the defaults set to any registered user. The Owner name may be used for filtering.
VIP	Click this check box to designate the participant as VIP. This status is used to indicate (an icon) participants who need special attention during the conference.

4. Click the **Settings2** tab to display additional parameters. The *Party Properties – Settings2* dialog box opens.



5. Define the following parameters:

Table 3-4: Participant Defaults - Settings2 parameters

Option	Description
Aggregation	This field applies to ISDN connections only. Select the aggregation method: ***H221*** – The standard communication protocol, in which a different phone number is assigned to each channel. ***Bonding*** - A communication protocol that aggregates from two up to thirty 64-kbps B channels together to look like one large bandwidth channel. ***Multi-Rate*** – A communication protocol in which channels are aggregated to form one dedicated line. The MGC Manager currently supports aggregation of 6 channels to form one line of 384-Kbps rate (64 X 6=384). In such a case, the network ensures that all six channels are synchronized and there are no intervals between the arrivals of the data packets. **Auto** – Click this option to connect the participant according to his/her capabilities. When connecting to the conference, the endpoint and the MCU exchange capabilities. During this exchange, the MCU identifies the aggregation mode used by the endpoint and connects it accordingly.
Number of Channels	This field applies only to ISDN/ATM connections. Indicate the number of channels the participant uses for the connection. Select “auto” to use the conference’s *Line Rate* setting. This is also the mode recommended for ATM conferences. Select the appropriate number of channels to force the system to use the participant settings.

Table 3-4: Participant Defaults - Settings2 parameters

Option	Description
Video Protocol	Select the Video compression standard: ***H261*** – The video compression standard mandatory to all codecs. ***H263*** - A compression standard that provides improved video quality at a line rate lower than 384 Kbps. This standard is not supported by all codecs. ***Auto*** - select this option to use the conference's *Video Protocol* settings.
Voice	This field applies to ISDN and H.323 connections. Select **Data** for data, audio and video transmission (using the H.221 protocol). For audio only transmission, select **Voice**. This option is automatically selected for T1-CAS participants.
Recording	You can designate one participant designated as a recording port (that is, a telephone to which a recording device may be connected). The recording port is used to record the audio conference. Select **None** for a standard participant. Select **Dial-up** to designate this participant as a recording port.
Auto Detect	This field applies only to ISDN connections. Check this option to enable the automatic detection of the line rate of incoming ISDN calls by the MGC WebCommander and connect the participant accordingly without prior settings of the line rate during conference setup. The participant can be connected in a line rate of up to the line rate set for the conference.

Table 3-4: Participant Defaults - Settings2 parameters

Option	Description
Enhanced Video	The MGC Manager can provide high quality video (30 frames per second for incoming and outgoing video streams) for line rates up to T1/ E1 in Transcoding and Continuous Presence conferences. This is done by allocating two video codecs to the participant instead of one. One of the video codecs is used for encoding, while the other is used for decoding the incoming video stream. Select this check box to enable the high quality video feature for the participant. **Note:** • To work with 30 frames per second the High Frame Rate flag in the system.cfg must be enabled. • To work with bit rates higher than 768 Kbps, the High Bit Rate flag in the system.cfg must be enabled.
AGC	The Auto Gain Control (AGC) is the system default. Clear this check box to disable the Auto Gain Control (AGC) for the participant. The Auto Gain Control mechanism regulates noise and audio volume by keeping the received signal to all participants balanced. Different endpoints and phones produce different types of source noise and volume. The Auto Gain Control mechanism can be applied to all incoming audio streams prior to mixing, thereby dynamically changing the amplification of the input signal providing a constant output amplitude.

Table 3-4: Participant Defaults - Settings2 parameters

Option	Description
Encryption	In the *Participants Defaults - Settings2* you can select the appropriate *Encryption* default setting - *Auto/On/Off.* Choose any of the following *Encryption* options: • **Auto** - When participants connect to a conference, the conference/Entry Queue encryption settings are automatically applied to the participant. For example, when a conference/Entry Queue is set to encryption the participant is also encrypted (if the flag in the MGC Manager ALLOW_ENCRYPT_IN_PARTY_LEVEL is set to YES). • **On** - enables encryption at the participant level (if the flag MGC Manager ALLOW_ENCRYPT_IN_PARTY_LEVEL is set to YES). • **Off** - disables encryption Note: Undefined participants are connected with the Participant *Encryption* option set to **Auto**, inheriting the Conference/Entry Queue encryption setting.
Restrict Only	This field applies only to ISDN connections. Select this check box if the participant is using a restricted line whose transfer rate per channel is 56 Kbps (instead of 64 Kbps). This option is valid for a Transcoding or Continuous Presence conference only.
H323 Participant - Participant IP Address	Enter the default IP address for endpoints.
H323 Participant - Signaling Port	This field should not be modified unless a different signaling port was configured during installation and connection to the network.
H323 Participant - Alias Name	Select the participant's alias type and then enter the alias of the endpoint.

Table 3-4: Participant Defaults - Settings2 parameters

Option	Description
H323 Participant - Alias Type	Select the format of the alias from the drop down list. Only E.164 and H.323 ID are supported.
SIP Address	*sip: [user name]@[domain]*. Note that the SIP URI adheres to URI rules: no spaces or special characters such as commas, quotation marks, inverted tags and so forth either in the user name or in the domain part. [To compare to H.323, which uses the endpoint location for identifying the participant, in SIP participants can change locations but still be addressed as long as they continuously refresh their registrations with the proxy. The proxy forwards invitees to their current location.
SIP Address Type	SIP URI: A SIP URI uses the format of an email address, typically containing a username and a host name, sip:user@host. For example, sip:dan@polycom.com. TEL URL: "Tel" means that a voice call is opened. TEL URL may be used when the UA does not wish to specify the domain that should interpret a telephone number that has been input by the user. Rather, each domain through which the request passes would be given that opportunity. As an example, a user in an airport might log in and send requests through an outbound proxy in the airport. If they enter "411" (this is the phone number for local directory assistance in the United States), that needs to be interpreted and processed by the outbound proxy in the airport, not the user's home domain. In this case, tel:411 would be the right choice.
H323 Participant - Video Bit Rate KBits/sec	This option is enabled if the *Auto Video Bit Rate* option is cleared. It allows you to specify the specific video transfer rate (multiples of 100 bits/sec is recommended) for the participants. This option defaults to the conference setting when adding a new participant during an On Going conference.

Table 3-4: Participant Defaults - Settings2 parameters

Option	Description
H323 Participant - Auto Video Bit Rate	Select this option to use the video transfer rate defined for the conference.
Enable PSTN Dial-in	PSTN participants are able dial-in into an H.323 Meet Me Per Conference using the *ISDN Meet-Me Service* number. For example, by calling 9251437, the ISDN's *Meet-Me Service* number, a 3G cellular phone PSTN participant can connect as a H.323 dial-in participant to the Meet Me Per Conference. However, when the participant dials the IP service prefix using the gatekeeper he/she can enter the Numeric ID (NID), conference name, or Meet Me Per Conference ISDN number and connect as an H.323 video participant.
Service Name	Type the name of the participant's service provider exactly as it is defined in the Network Service function (the system is case sensitive). If left blank, the default Network Service is used, depending on the selected *Connection Type*. If the selected Connection Type is ISDN, the default ISDN Network Service is used. If the selected Connection Type is H323, the default H323 Network Service is used.
Sub-Service Name	This field applies only to ISDN connections. If a sub-service is used, type the sub-service name exactly as it appears in the *Network Service* definition. If left blank, the default sub-service is used.
Node Type	This option is always set to **Terminal**.

Table 3-4: Participant Defaults - Settings2 parameters

Option	Description
Num-type	This field applies only to ISDN connections. Select the program type from the drop-down list. The available options are Unknown, National, International, Network Specific, Subscriber, abbreviation and Taken from Service. These options represent the programs provided by the carrier and are defined in the Network Service. Select *Taken from Service* to indicate that the program should be taken from the *Network Service* definition.

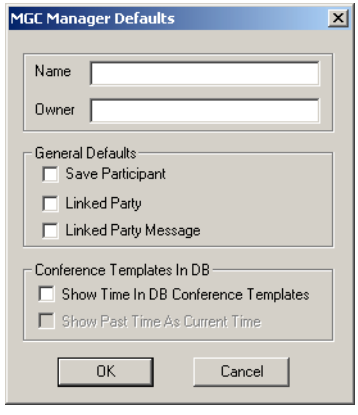
6. Click **OK** to confirm the new set.

Defining MGC Manager Defaults

To define the MGC Manager Defaults:

1. Right-click the *MGC Manager Defaults* icon, and then click **Add MGC Manager Defaults**.

The *MGC Manager Defaults* dialog box opens.



2. In the *Name* box, enter the name of the defaults set.
3. The *Owner* field displays the name of the user to which the default set is assigned. This field is disabled for users with no permission to modify (write) database tables. Users with Administrator permission (can read and write all database tables) can assign the defaults set to any registered user.
4. Define the following parameters:

Table 3-5: MGC Manager Defaults parameters

Option	Description
General Defaults	***Save Participant*** – When enabled, the Save Participant checkbox will appear in the Participant Properties dialog box enabling the user to save the participant properties to a User Template file.

Table 3-5: MGC Manager Defaults parameters

Option	Description
General Defaults (cont.)	***Linked Party –*** When enabled, the Linked Party checkbox will appear in the Participant Properties dialog box enabling the user to save the participant properties to the database. When disabled, participants defined during conference definition will be embedded participants only. For more details regarding linked and embedded participants, refer to Chapter 3 of the MGC User's Guide. ***Linked Party Message*** – When enabled, the system will display a warning message when closing the Properties dialog box of a linked participant without saving the parameters to the database.
Conference Templates in DB	***Show Time in DB Conference Templates*** – When enabled, the system will display the Schedule tab in the Properties dialog box of a Conference template defined in the database. This enables the user to add the time that the conference should start. This option may later be used to filter conferences that should start on a specific day. Note that this date and time are **not** used to automatically start the conference from the database template on the scheduled date. ***Show Past Time as Current Time –*** When enabled, the system will automatically update the start date and time of an existing Conference template to the current date (even if the original start date and time are in the past). Note that when filtering conferences according to the start date and time, the conference will retain the past date and time unless it is updated. This option is enabled only when the *Show Time in DB Conference Templates* check box is checked.

User Defined Defaults

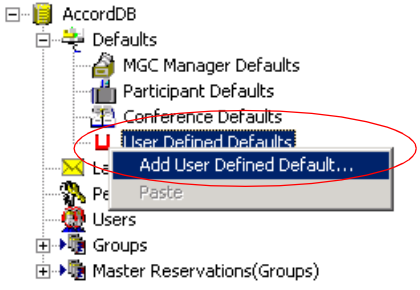
You can select whether to display the User Defined fields in the conference and participant properties dialog boxes in the MGC Manager and the WebCommander applications.

You can define the titles of the User Defined fields. These titles replace the default titles (User Defined 1, 2 and 3) when the Database Manager Defaults are loaded to the MGC Manager application. These titles do not appear in the WebCommander unless they were modified directly in the Language database (via the database application; Microsoft Access or SQL).

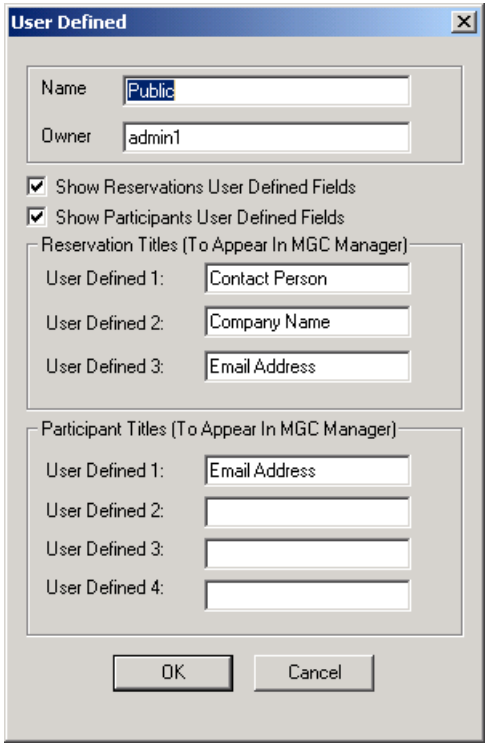
The User Defined fields are saved to the CDR file using the default names. The new titles that you define in the Database Manager -> User Defined Defaults are for display purposes only.

To define the User Defined Defaults:

1. Expand the Defaults tree, right-click the *User Defined Defaults* icon, and then click the **Add User Defined Default**.



The *User Defined* dialog box opens.



2. Define the following parameters:

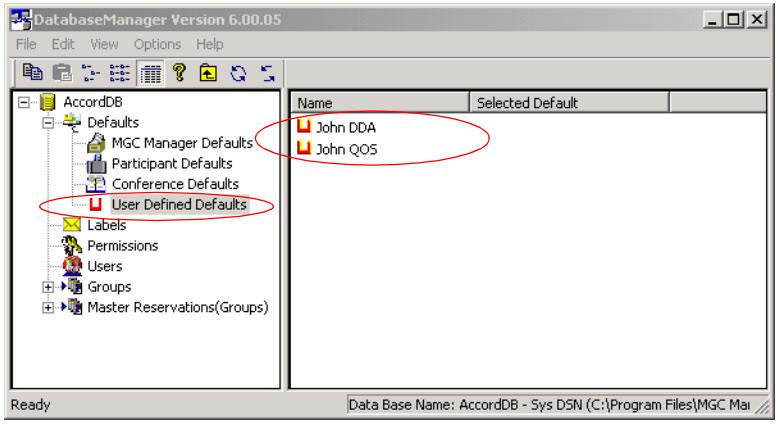
Table 3-6: User Defined parameters description

Field	Description
Name	Enter the name of the User Defined default set.
Owner	Enter the name of the owner of this set. Only the owner and the administrator with the appropriate permission will be able to modify this set. Leave this field blank to assign this set to the current logged in user.

Table 3-6: User Defined parameters description

Field	Description
Show Reservations User Defined Fields	Select this check box to display the User Defined fields in the *Conference Properties - General* dialog box. If you clear this check box, all three User Defined fields will be hidden.
Show Participants User Defined Fields	Select this check box to display the User Defined fields in the *Participant Properties - Identification* dialog box. If you clear this check box, all four User Defined fields will be hidden.
Reservation Titles	User Defined 1, 2 and 3 - using up to 25 characters enter the text to be displayed as the title of the User Defined fields in the *Conference Properties - General* dialog box. These titles replace the default titles (User Defined 1, etc.) If left blank, the default titles are displayed. **Note:** The titles of the User Defined fields appear only in the MGC Manager application. In the WebCommander application, only the default titles are shown.
Participant Titles	User Defined 1, 2 and 3 - using up to 25 characters enter the text to be displayed as the title of the User Defined fields in the *Participant Properties - Identification* dialog box. These titles replace the default titles (User Defined 1, etc.) If left blank, the default titles are displayed. **Note:** The titles of the User Defined fields appear only in the MGC Manager application. In the WebCommander application, only the default titles are shown.

3. Click **OK**.
   The new User Defined Defaults set is added to the list.



You can define several sets. All the sets are considered to be personal sets which only you can use. If you have administrator rights you can designate one set as a public set. This set may be loaded to the MGC Manager application by all the Web Server Manager and Database Manager users.

Managing the Default Sets

The MGC Web Server Manager application is installed with an embedded Defaults set. If no Defaults set is defined as the Global Defaults set, the embedded Defaults set is active.

A Defaults set may be set as Private or Global Defaults. A Global Defaults set is a default set that will apply to all the database users. A Private Defaults set applies only to users whom it is specifically allocated as the Private Defaults set, and is used instead of the Global Defaults set.

The administrator can select one of the default sets defined in the database as the Global Defaults set. However, the database users can also define one of their default sets as Private Defaults set. In such a case, the user will be able to use this set instead of the Global Default set.

Only one Defaults set may be defined as Private Defaults set. Selecting another Defaults set as Private Defaults Set automatically cancels the current Private Set. One set may be defined as both Global and Private Defaults set.

The selection of the Global and Private Default set is done separately for each *Defaults* category.

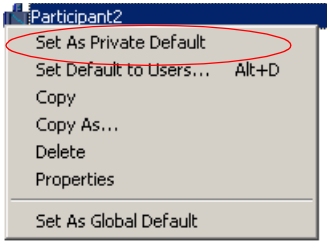
If **more** than one database is installed, the system loads the Private defaults from the database designated as Private and the Global Defaults from the database designated as Global. Therefore you must define the database from which you want to load the Private Defaults set as Private and the database from which you want to load the Global default set as Global. You may define the same database as both Global and Private. In that case, the Global Defaults set and the Private Defaults set will be taken from the same database.

You can also designate a database as Private Default and another database as Global Default. When a user loads the Global or the Private defaults, it is loaded from either the Private or Global Default database according to the selected Default set. For example, if you select to load the Private Default set, it will be loaded from the database designated as the Private Defaults database.

Using the right-click pop-up menu you can also delete a default set or change the default set parameters.

To define Default set as Private set:

- In the *Status* area, right-click the icon of the Defaults set, and then click **Set As Private Default**.



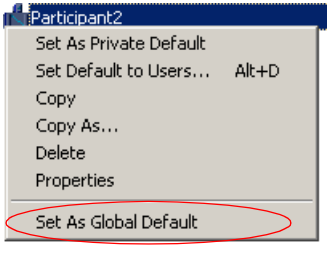
The appropriate indication appears in the *Status* area and a check mark appears next to the *Set As Private Default* option.

Defining a Default Set as Global Defaults Set

Only the administrator can define a set as Global default.

To define a Default set as Global:

- In the *Status* area, right-click the Defaults set icon, and then click **Set As Global Default**.



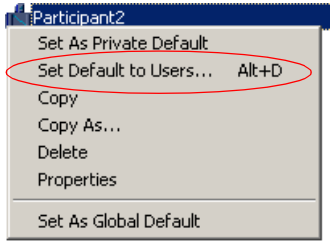
The appropriate indication appears in the *Status* area and a check mark appears next to the *Set As Global Default* option.

Assigning a Default Set to other Users

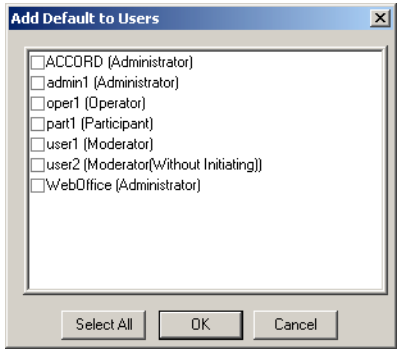
Only the administrator can assign default sets to other participants.

To assign a Default set to other users:

1. In the *Status* area, right-click the icon of the default set to be assigned to other participants, and then click **Set Default to Users**.



The *Add Default to Users* dialog box opens.



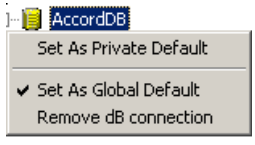
The system displays the list of users currently defined in the database.

2. Select the check boxes of the users to which to assign the default set. To select all users, click the **Select All** button.
3. Click **OK**.
   The appropriate indication appears in the *Status* area.

Designating a Database as the Private or Global Default Database

Only the administrator can assign a Private or Global Default Database.

1. In the *Browser* area, right-click the database icon to be designated as the Private or Global Default database.
   A pop-up menu appears.



2. Click **Set As Private Default** to designate this database as the source for the Private Default set, or click **Set As Global Default** to designate this database as the source for the Global Default set.
3. A check mark next to the selected option indicates which option is active.

   To define the database as both Private and Global, select both options repeating steps 1 and 2.

Default Conference Templates

Five Conference templates, representing each of the main types of conferences, are included the *Default* Group in the database that is shipped with the WebCommander. The parameters defined in each of these conferences represent the most commonly used properties for the specific type of conference.

For more information about Default Conference templates, see Chapter 4, “Default Group” on page 4-55.

4

Options Settings

In the Web Server Manager *Options* menu, the following topics are listed:

- Web Configuration - For further information, see the MGC Web Manager, Installation and Configuration Guide, Chapter 5
- Auto Cascade Configuration - see Auto Cascade Settings
- Personal Scheduler Configuration - For further information, see the MGC Personal Scheduler, Quick Start Guide, Chapter 2
- Communication - For further information, see Setting the Communication Parameters in Chapter 2 of this manual
- Polycom Datastore Settings - For further information, see the MGC Web Manager, Installation and Configuration Guide, Chapter 5
- Automatic Email Format - see Customize e-mail settings
- Automatic Email Crash Notifications - see Send Debugging information to your next level of support
- Administrator Email Notification Settings - see Send an email to the administrator after an Reservation, New Meeting or Conference is created

Auto Cascade Settings

On the MGC Manager you are required to configure the Entry Queue for Ad Hoc Cascading. For more information refer to the MGC Manager User's Guide Volume II.

The cascading is performed by an Ad Hoc Cascade component which monitors the MCUs. The Ad Hoc Cascade is installed as part of the MGC WebCommander Professional installation. When the Ad Hoc Cascade component finds that two or more MCUs are running a conference with the same Conference Numeric ID, it checks if the conferences are already cascaded. If there are no cascading links, it will automatically connect the conferences using pre-defined cascading links. If at a later stage the Ad Hoc Cascade component finds an additional MCU running a conference with the same Numeric ID, it will add this conference to the cascaded conferences.

The links between the MCUs and other configuration parameters are defined using the MGC Web Server Manager. A primary link is defined between each pair of MCUs to be included in the Auto Cascade. A secondary link can optionally be defined for use as a backup configuration if the primary link fails.

Auto Cascade Configuration

The configuration of the Auto Cascading environment involves configuration in both the MGC Web Server Manager and in the MGC Manager application.

- In the MGC Web Server Manager you define the Cascading Links in the Auto Cascade configuration table. You define the type of link to be set up between the conferences on the different MCUs, such as IP or ISDN, the direction of the link, and the connection string to be used to set up the link.
- In the MGC Manager application you define an Auto Cascade Entry Queue on each MCU. You can create one Entry Queue for both ISDN and IP, or two separate Entry Queues. To set up the links, the external application will dial the Entry Queue dial-in number (for ISDN connection) or the Network Service Prefix and Entry Queue Numeric ID (for IP connection) followed by the Conference Numeric ID. Calls to Auto Cascade Entry Queues will be considered as MCU calls and no

IVR will be played.

It is recommended to set up identical Ad Hoc Entry Queues and Profiles on each MCU, so that the cascaded conferences will have the same properties.

Note: To use the Auto Cascade feature, the system.cfg flag QUICK_LOGIN_VIA_ENTRY_QUEUE must be set to NO on all MCUs, that is, the Conference Numeric ID routing mode must be used. This flag is located in the GREET AND GUIDE/IVR section of the system.cfg file.

Defining Auto Cascading Entry Queues

On the MGC Manager you are required to configure the Entry Queue for Ad Hoc Cascading. For more information refer to the MGC Manager User's Guide Volume II, Ad Hoc Cascading.

Configuring the Cascading Links using the Web Server Manager

The Web Server Manager must be used to set up definitions of primary and optionally, secondary links between MCU's. The link definitions identify the link direction, the connection type and the connection string to be used to set up the Auto Cascade links between conferences. The secondary link definitions are for use as a backup configuration if the primary fails.

Before configuring Cascading Links, you must have defined all the MCUs that are to be included in the Auto Cascading environment.

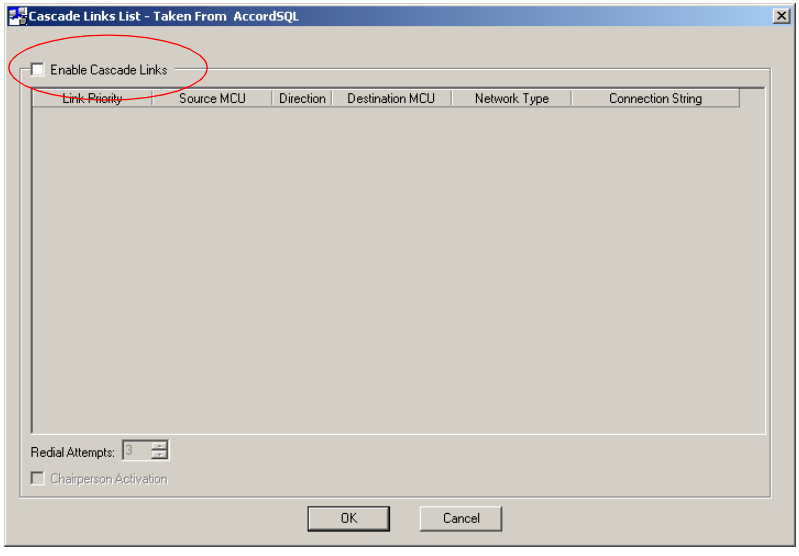
To Configure the MCU Cascade Links:

1. In the main Web Server Manager window, select the database assigned as the Global Default.

The Auto Cascade feature can only be implemented for the database assigned as the Global Default in the Web Server Manager. To assign a database as the Global Default, right-click on the database and select the **Set as Global default** option.

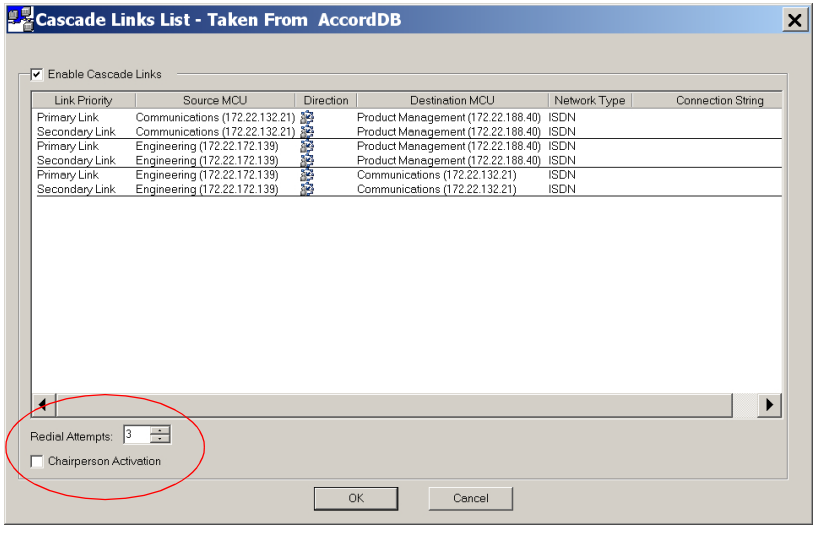
2. On the *Options* menu, click **Auto Cascade Configuration**.

The *Cascade Links List* dialog box opens.



3. Select the **Enable Cascade Links** check box.

   The dialog box is automatically filled with a list of primary and secondary links between each two MCUs defined in the MCUs table of the Web Server Manager.



4. To enable the links, you must define the link direction and network type to be used for the connection, and the connection string. You must complete the definition for the primary links, and can optionally complete the definition for the secondary links.

   Each row in the Cascade Links List contains the following columns.

Table 4-1: Cascade Links List Parameters

Column	Description
Link Priority	Indicates whether this row contains a primary or secondary link definition.
Source MCU	The name and IP address of the first MCU.
Direction	Contains an icon indicating the direction of the link between the MCUs, as follows: The destination MCU dials to the source MCU. The source MCU dials to the destination MCU. Click the icon to reverse the link direction.
Destination MCU	The name and IP address of the second MCU.
Network Type	The type of connection to be set up between the MCUS. Select the network type from the drop down list. The possible values are: ISDN, IP (H.323), MPI, SIP or T1-CAS.
Connection String	The connection string to the Auto Cascade Entry Queue. Enter the connection string as follows: • For ISDN and MPI, specify the Entry Queue dial-in number. • For H.323 and SIP specify the Network Service Prefix followed by the Entry Queue Numeric ID.

5. In the *Redial Attempts* field, specify the number of redial attempts to be made when an Auto Cascade link fails.
6. To enable implementation of the "start only when the chairperson connects" and "terminate conference after the chairperson exits" features over Auto Cascaded conferences, select the **Chairperson Activation** check box.

7. Click **OK**.

Auto Cascading Mechanisms

Selection of the Master Conference

The conferences are cascaded in a star configuration - one master and up to five slaves. The master conference is selected when cascading first takes place between two or more conferences.

If chairperson activation is enabled in the Auto Cascade configuration in the MGC Web Server Manager, then the master conference is determined as follows:

- If one of the conferences has a participant who is defined as a chairperson, and none of the other conferences has a chairperson, the conference with the chairperson will be assigned as the master conference.
- If none of the conferences has a chairperson, then the conference that is running on the MCU which is highest in the MCUs table in the Web Server Manager will be assigned as the master conference.
- If there is more than one conference with a chairperson, then the conference with a chairperson that is running on the MCU which is highest in the MCUs table in the Web Server Manager will be assigned as the master conference.

If chairperson activation is disabled, then the conference that is running on the MCU which is highest in the MCUs table in the Web Server Manager will be assigned as the master conference.

Implementation of Chairperson DTMF features

The following chairperson DTMF actions are implemented across the MCUs:

- Mute all but me
- Terminate the conference
- Place the conference on hold
- Lock and unlock the conference
- Secure the conference and release a secured conference

Chairperson Conference Activation

If chairperson activation is enabled in the Auto Cascade configuration in the MGC Web Server Manager, then the cascaded conference may implement the

“Start only when the chairperson connects”, and “Terminate conference after the chairperson exits” features, provided these options are selected in the individual conferences. If the “Start only when the chairperson connects” option is implemented, participants in all conferences will be placed on hold until a chairperson joins one of the conferences. If the “Terminate conference after the chairperson exits” option is implemented, all conferences will be terminated when there is no longer a chairperson connected to a conference.

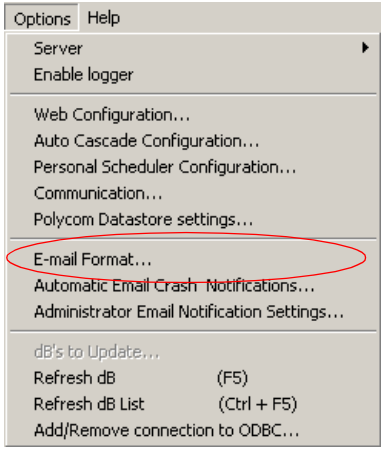
Automatic Email Language Formatting

In the MGC Web Server Manager you can customize the language and default email format of a new Meeting, configuring the email settings for the WebCommander and Personal Scheduler.

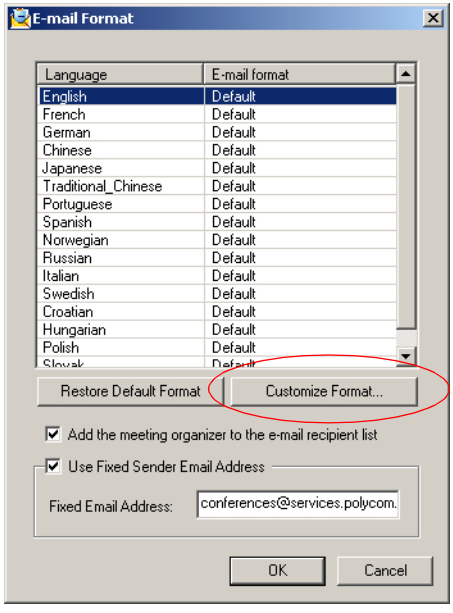
You can customize the language and the text of the e-mail sent to participants with the conference invitation. The customization applies to Meeting invitations sent from the WebCommander and Personal Scheduler.

To change the format of an email:

1. In the MGC Web Server Manager, *Options* menu, select **E-mail Format**.



The *E-mail Format* dialog box is displayed.

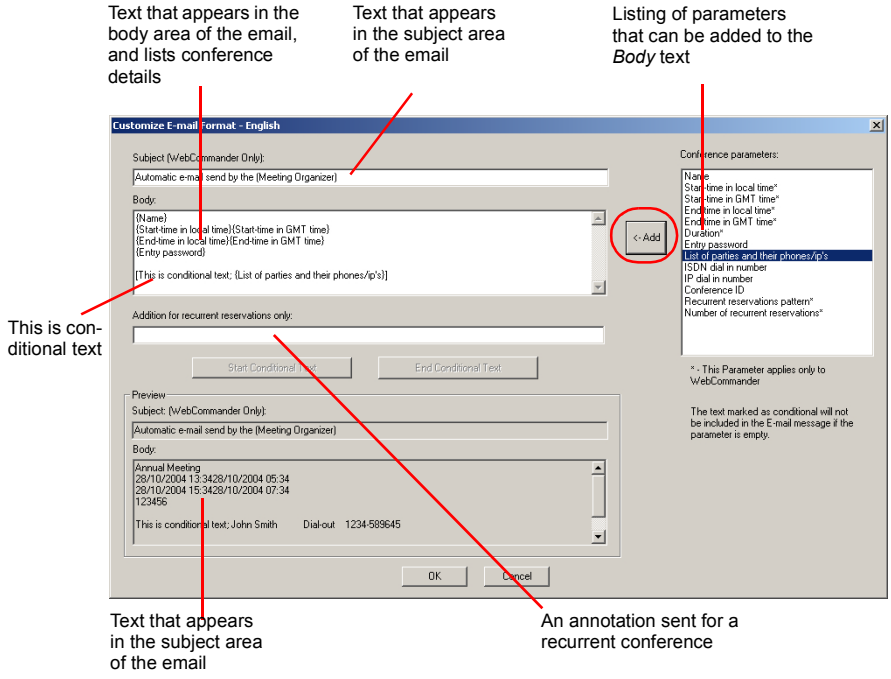


2. Select the language to customize and then click the **Customize Format** button.

The language setting for the Meeting invitation can be selected in the *WebCommander - Login* screen and in the *MGC Personal Scheduler - Polycom Office* page.

The *Customize E-mail Format - English* dialog box opens.

You can define the language of the email by clicking **E-mail Format** from the *Options* menu.


Text that appears in the body area of the email, and lists conference details
Text that appears in the subject area of the email
Listing of parameters that can be added to the *Body* text
This is conditional text
Text that appears in the subject area of the email
An annotation sent for a recurrent conference
Customize E-mail Format - English
Subject (WebCommander Only):
Automatic e-mail send by the (Meeting Organizer)
Body:
{Name}
{Start-time in local time}{Start-time in GMT time}
{End-time in local time}{End-time in GMT time}
{Entry password}
[This is conditional text: {List of parties and their phones/ip's}]
Addition for recurrent reservations only:
Start Conditional Text
End Conditional Text
Preview
Subject: (WebCommander Only):
Automatic e-mail send by the (Meeting Organizer)
Body:
Annual Meeting
28/10/2004 13:3428/10/2004 05:34
28/10/2004 15:3428/10/2004 07:34
123456
This is conditional text; John Smith Dial-out 1234-589645
OK
Cancel
Conference parameters:
Name
Start-time in local time*
Start-time in GMT time*
End-time in local time*
End-time in GMT time*
Duration*
Entry password
List of parties and their phones/ip's
ISDN dial in number
IP dial in number
Conference ID
Recurrent reservations pattern*
Number of recurrent reservations*
<- Add
* - This Parameter applies only to WebCommander
The text marked as conditional will not be included in the E-mail message if the parameter is empty.

Not all Conference Parameters listed will appear in the Personal Scheduler appointment body. There are a number of “time” fields marked by an asterisks (*) in the *Customize E-mail Format* window. These fields can be enabled by the administrator in any Personal Scheduler E-mail by selecting the *Include time fields in E-mail Format* option in the *Web Server Manager - Personal Scheduler Configuration* window. for more information see, “Enabling the “time” fields in the Web Server Manager:” on page 4-26.

3. Change the email notification format by using the following options:

Table 4-1: Email notification format parameters

Option	Description
Subject	In the subject box enter the text that is to appear in the subject line of the email. The email is sent with conference details. Note: This field only appears in the WebCommander

Table 4-1: Email notification format parameters

Option	Description
Body	In the body, subject and recurrent reservations fields, enter the in the text that you want to appear in the body area of the email. The email contains *Conference parameters*. The body, subject and recurrent reservations fields can be composed of two elements - free text and the appropriate parameter, that consists of a value entered automatically by the MCU.
Add	Click this button or double - click a parameter to add a selection from the *Conference Parameters* list to be part of the email template: • In the Conference parameters list, select (one or more in the list) and then click the < - *Add* button. Each selection appears in the *Body* list and forms the text of the email.

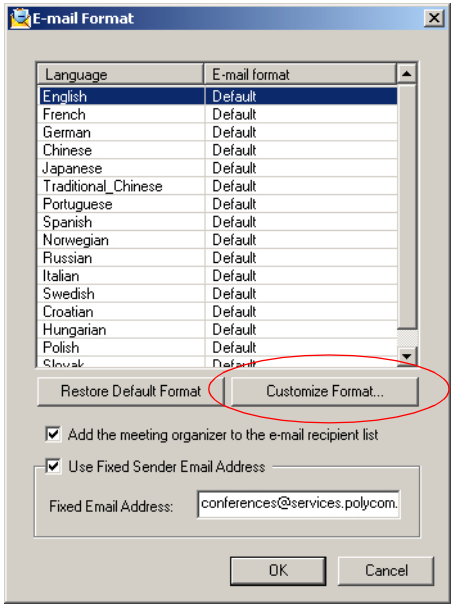
Table 4-1: Email notification format parameters

Option	Description
Conference parameters	In the Conference parameters box, select the desired parameter and then click the < - *Add* button. The parameter is added to the text, where the cursor is. For example: To enter the conference date and time you need to select the Conference parameter *Start-time in local time* and then click the < - *Add* button. This section contains a list of parameters that can be added to the email's *Body*: • **Name** - conference name. • **Start-time in local time** - The conference start time in local time. • **Start-time in GMT time** - The conference start time indicated in GMT. • **End-time in local time** - The local time when the conference will terminates. • **End-time in GMT time** - The GMT time, when the conference will terminate. • **Duration** - The conference duration. • **Entry Password** - The conference's entry password. • **List of parties and their phones/IP's** - A listing of defined participants with their phone number or IP address. • **ISDN dial in number** - A listing of defined ISDN participants and their dial-in numbers. • **IP dial in number** - A listing of defined IP participants and their IP addresses. • **Conference ID** - The conference numeric ID used for routing from the Entry Queue to the conference. • **Recurrent reservations pattern** - The frequency pattern of the recurrent reservation. **Number of recurrent reservations** - The number of recurring reservation.
Addition for recurrent reservations only	Insert text that is to appear in the Recurrent Reservation. This text can be regular or conditional text.

Table 4-1: Email notification format parameters

Option	Description
Start Conditional Text	Click the **Start Conditional Text** button. A bracket [can be placed in the *Subject*, *Body* or *Addition for recurrent reservations only* field, prior to the inclusion of a parameter. Any parameter entered between the bracket(s) becomes conditional text. Also, see *End Conditional Text* listed below.
End Conditional Text	Click the **End Conditional Text** button. The Parameter placed between the ***Start Conditional Text*** and *End Conditional Text* button (brackets: [parameter]) becomes conditional text. If the parameter is empty, text marked as conditional text will not be included in the email message.
Preview	Displays the format of the email based on the selected customization: **Subject** (WebCommander Only) - The subject heading of the email. **Body** - The text selected by the user, using the *Conference parameters*.

4. Click **OK**.
   The new settings are applied to the customized language format as shown in the *E-mail Format* dialog box.



   If customization was selected for a language, the appropriate indication appears in the *E-mail format* column.

   — Repeat steps **2** to **5** to customize additional languages.

   — To cancel customization and use system default format, select a language and click the *Restore Default Format* button.

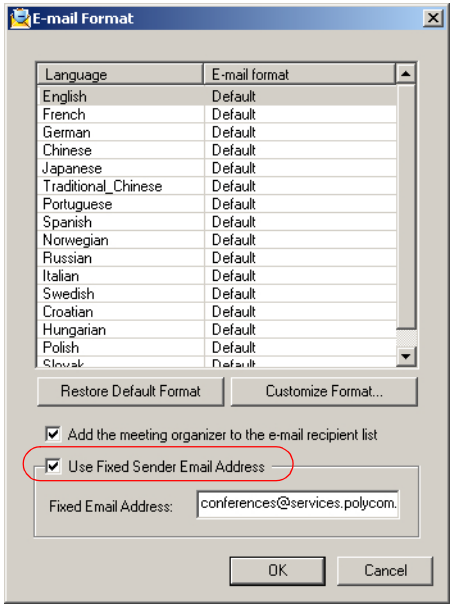
5. Click **OK**.

Configuring the Sender's & Meeting Organizer's Default E-mail Addresses

You can set the WebCommander to use a fixed e-mail address that is automatically added in the *From* field when sending a conference invitation. When this options is enabled, the fixed Email addresses added to the *From* field cannot be replaced.

To configure a fixed sender's e-mail address:

1. From the Web Server Manager's *Options* menu, select **E-mail Format**. The *E-mail Format* window opens.
2. Select the **Use Fixed Sender Email Address** check box.
   When this option is enabled the WebCommander user cannot change the sender email address.

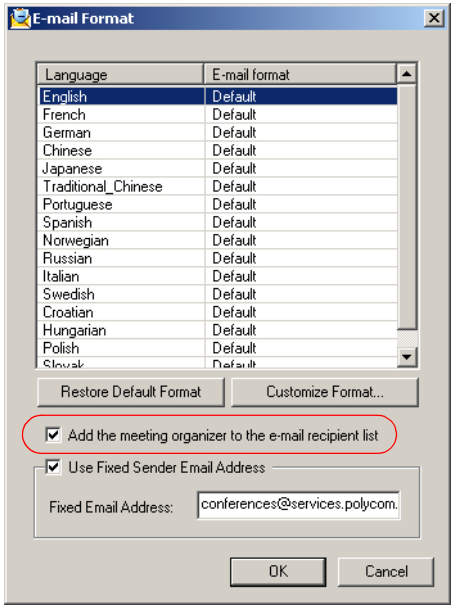


3. Enter the sender's *Fixed Email Address* used for all conference invitations that are sent from the WebCommander to conference participants.

4. Click **OK**.
   When the conference invitation is sent, the email address defined in the *Fixed Email Address* field appears in the *From* field and cannot be altered.

Add the meeting organizer's e-mail address to the e-mail recipient list:

1. From the Web Server Manager's *Options* menu select **E-mail Format**. The *E-mail Format* window opens.
2. Select the **Add the meeting organizer to the e-mail recipient list** check box.



3. Click **OK**.

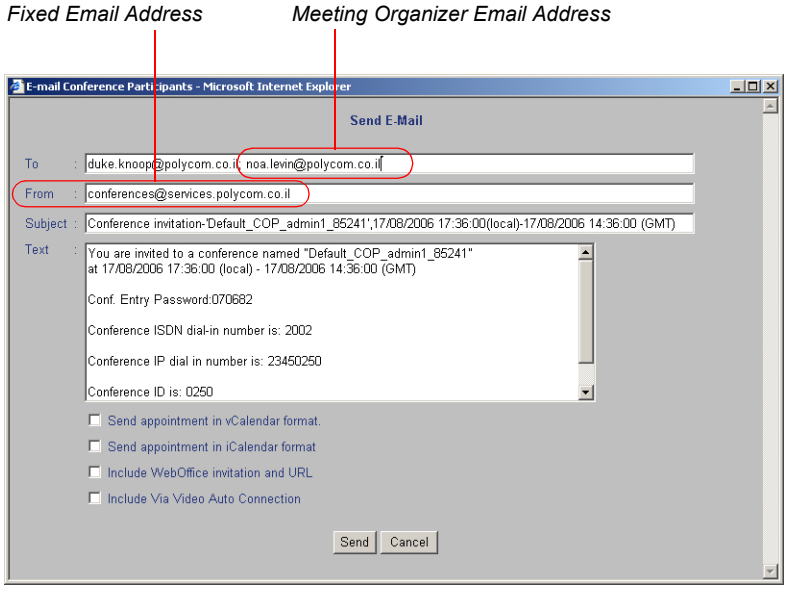


Figure 1: Sample email with Fixed Sender Email and Meeting Organizer email addresses

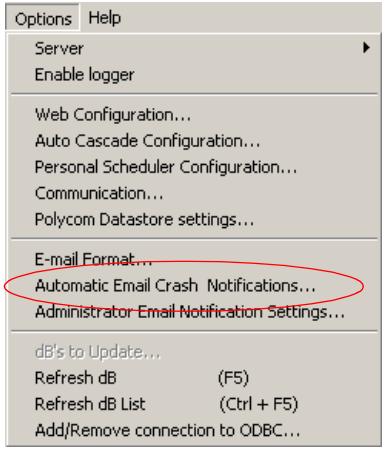
Application Error Information

In the WebCommander, the user is able to send Debugging information to his next level of support. When an exception occurs in the MGC Manager or WebCommander, the operator/administrator can send an email to support with information that will help analyze the source of the problem.

In the Web Server Manager you can enable/disable the email notifications function in the Options menu.

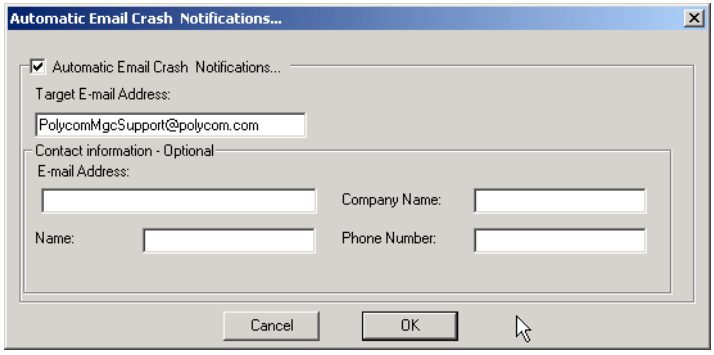
To enable/disable email crash notifications:

1. In the MGC Web Server Manager *Options* menu, select **Automatic Email Crash Notification**.



The *Automatic Email Crash Notification* dialog box opens.

2. Enable the **Automatic Email Crash Notification** box.
When enabled other options are displayed.



If the *Automatic Email Crash Notification* box is disabled, the system disables the *Application Error Window* dialog box and the report is not mailed.

Edit the email format using the following options:

Table 4-1: Email format parameters

Option	Description
Target Email Address	Enter the email address of the recipient.
Contact information - Optional	
Email Address	Enter your email address or that of the person to contact.
Company Name	Type the company name.
Name	Enter your name or that of the person to contact.
Phone Number	Add the telephone number to contact.

Administrator Email Notification Settings

When an Reservation, On Going conference in WebCommander or new Meeting in Personal Scheduler is created, an optional email can be sent to the system administrator. The system administrator has the option to configure the WebCommander and Personal Scheduler by enabling the system to automatically send an email.

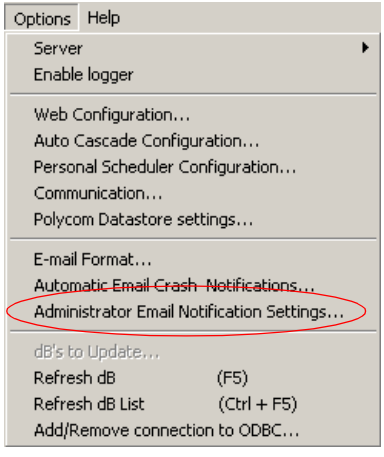
The administrator is able to customize the email, but if the administrator chooses not to configure the email, the default settings are taken from the template.

To enable administrator emails in the WebCommander and Personal Scheduler:

In the MGC Web Server Manager the system administrator can select whether to enable e-mails from the WebCommander and Personal Scheduler.

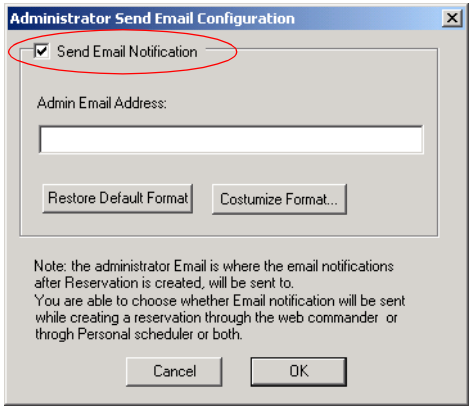
When a conference/reservation is updated or changed no email notification is sent.

1. In the MGC Web Server Manager *Options* menu, select **Administrator Email Notification Settings**.



The *Administrator Send Email Configuration* dialog box opens.

2. Click the **Send Email Notification** box.


Administrator Send Email Configuration
Send Email Notification
Admin Email Address:
Restore Default Format
Costumize Format...
Note: the administrator Email is where the email notifications after Reservation is created, will be sent to.
You are able to choose whether Email notification will be sent while creating a reservation through the web commander or throgh Personal scheduler or both.
Cancel
OK

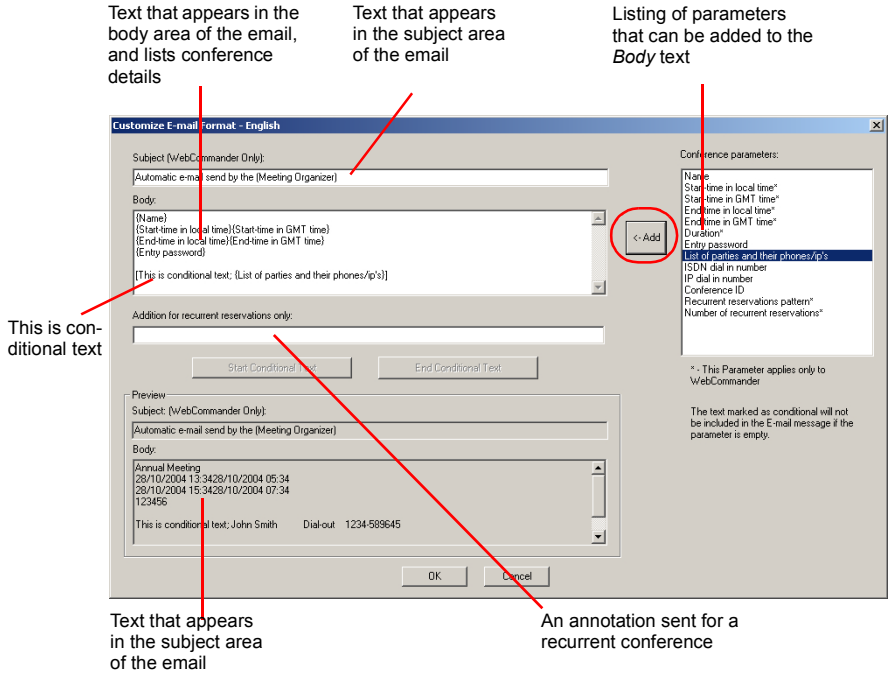
3. In the *Admin Email Address* box leave the default type your email address.

The default email address of the meeting organizer appears.

- In *MGC Personal Scheduler* this is the e-mail address of the user that organized the Meeting or Appointment.
- In the *WebCommander* the login name of the user that organizes the conference. With NT authentication, the login name of the user is used.

4. If you have changed the email notification format and want to restore default settings, click **Restore Default Format**.

You can define the language of the email by clicking **E-mail Format** from the *Options* menu.


Text that appears in the body area of the email, and lists conference details
Text that appears in the subject area of the email
Listing of parameters that can be added to the *Body* text
This is conditional text
Text that appears in the subject area of the email
An annotation sent for a recurrent conference
Customize E-mail Format - English
Subject (WebCommander Only):
Automatic e-mail send by the (Meeting Organizer)
Body:
{Name}
{Start-time in local time}{Start-time in GMT time}
{End-time in local time}{End-time in GMT time}
{Entry password}
[This is conditional text; {List of parties and their phones/ip's}]
Addition for recurrent reservations only:
Start Conditional Text
End Conditional Text
Preview
Subject: (WebCommander Only):
Automatic e-mail send by the (Meeting Organizer)
Body:
Annual Meeting
28/10/2004 13:3428/10/2004 05:34
28/10/2004 15:3428/10/2004 07:34
123456
This is conditional text; John Smith Dial-out 1234-589645
OK
Cancel
Conference parameters:
Name
Start-time in local time*
Start-time in GMT time*
End-time in local time*
End-time in GMT time*
Duration*
Entry password
List of parties and their phones/ip's
ISDN dial in number
IP dial in number
Conference ID
Recurrent reservations pattern*
Number of recurrent reservations*
<- Add
* - This Parameter applies only to WebCommander
The text marked as conditional will not be included in the E-mail message if the parameter is empty.

There are a number of “time” fields marked by an asterisks (*) in the *Customize E-mail Format* window. These fields can be enabled by the administrator in any Personal Scheduler E-mail by selecting the *Include time fields in E-mail Format* option in the *Web Server Manager - Personal Scheduler Configuration* window. For more information see, “Enabling the “time” fields in the Web Server Manager:” on page 4-26.

5. Change the email notification format by using the following options:

Table 4-1: Email notification format parameters

Option	Description
Subject	In the subject box enter the text that is to appear in the subject line of the email. The email is sent with conference details.

Table 4-1: Email notification format parameters

Option	Description
Body	In the body box enter the text that you want to appear in the body area of the email. The email contains *Conference parameters*. The text is composed of two elements - free text and the appropriate parameter, that is a value entered automatically by the MCU.
Add	Click this button to add a selection from the *Conference Parameters* list to be part of the email template: • In the Conference parameters list, select (one or more in the list) and then click the < - *Add* button. Each selection appears in the *Body* list and forms the text of the email.
Conference parameters	In the Conference parameters box, select the desired parameter and then click the < - *Add* button. The parameter is added to the text, where the cursor is. For example: To enter the conference date and time you need to select the Conference parameter *Start-time in local time* and then click the < - *Add* button. This section contains a list of parameters that can be added to the email's *Body*: • **Name** - conference name. • **Start-time in local time** - The conference start time in local time. • **Start-time in GMT time** - The conference start time indicated in GMT. • **End-time in local time** - The local time when the conference will terminates. • **End-time in GMT time** - The GMT time, when the conference will terminate. • **Duration** - The conference duration. • **Entry Password** - The conference's entry password. • **List of parties and their phones/IP's** - A listing of defined participants with their phone number or IP address. • **ISDN dial in number** - A listing of defined ISDN participants and their dial-in numbers.

Table 4-1: Email notification format parameters

Option	Description
Conference parameters (con't)	• **IP dial in number** - A listing of defined IP participants and their IP addresses. • **Conference ID** - The conference numeric ID used for routing from the Entry Queue to the conference. • **Recurrent reservations pattern** - The frequency pattern of the recurrent reservation. • **Number of recurrent reservations** - The number of recurring reservation. • **Meeting Organizer** - The email address of the meeting organizer. In the *MGC Personal Scheduler,* this is the e-mail address of the user that organizes the Meeting or Appointment. In the *WebCommander,* the login name of the user that organizes the conference. With NT authentication, the login name of the Windows user is used. • **Meeting Initiator** - The email address of the user who is using another person's email account in Outlook (on behalf of the *Meeting Organizer*).
Addition for recurrent reservations only	Insert text that is to appear in the in Recurrent Reservation. This text can be regular or conditional text.
Start Conditional Text	Click the **Start Conditional Text** button. A bracket [can be placed in the *Body* or *Addition for recurrent reservations only* field, prior to the inclusion of a parameter. Any parameter entered between the bracket(s) becomes conditional text. Also, see *End Conditional Text* listed below.
End Conditional Text	Click the **End Conditional Text** button. The Parameter placed between the ***Start Conditional Text*** and *End Conditional Text* button (brackets: [parameter]) becomes conditional text. If the parameter is empty, text marked as conditional text will be not included in the email message.

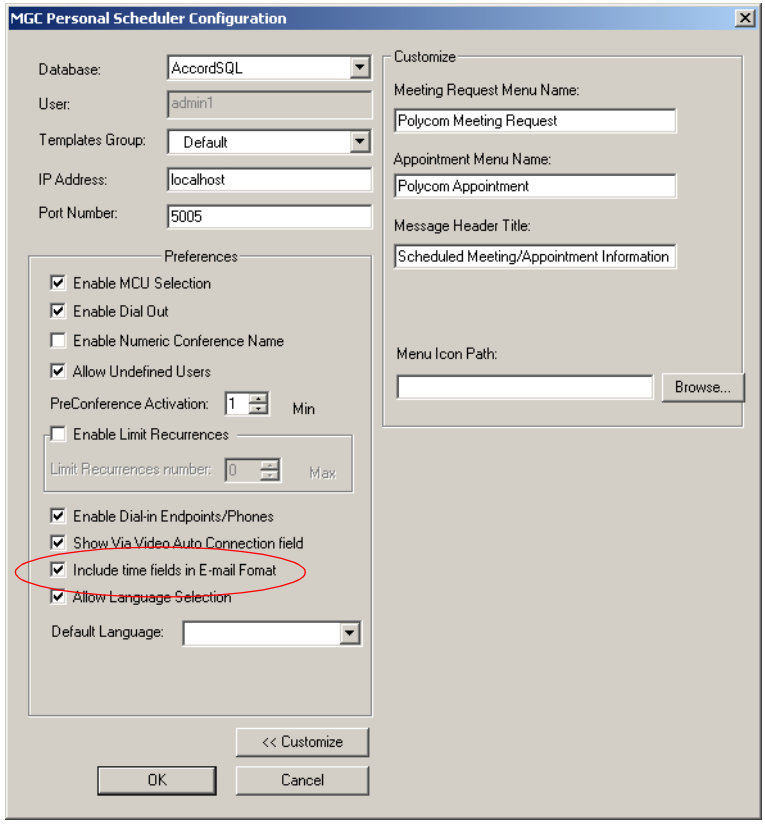
Table 4-1: Email notification format parameters

Option	Description
Preview	Displays the format of the email based on the selected customization: **Subject** (WebCommander Only) - The subject heading of the email. **Body** - The text selected by the user, using the *Conference parameters*.

6. Click **OK**.

Enabling the "time" fields in the Web Server Manager:

1. Click the **Include time fields in E-mail Format** option.
   This field enables the selected "time" E-mail Format parameters to appear in the Personal Scheduler meeting invitation (e-mail).



5

Administrator's Tasks

This chapter describes the tasks that can be performed only by users with the administrator's permission (configure the database).

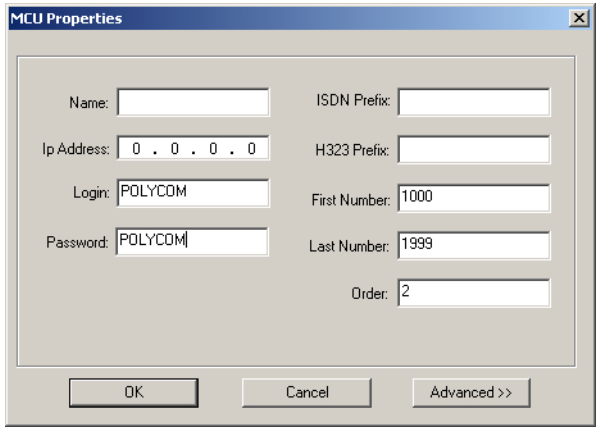
Defining an MCU

To be able to run conferences, you must establish the connection between the MCU and the MGC Web Server in the database.

To define a new MCU:

1. In the *Browser* area, right-click the *MCU* icon, and then click **Add New MCU to dB**.

The *MCU Properties* dialog box opens.



2. Define the following parameters:

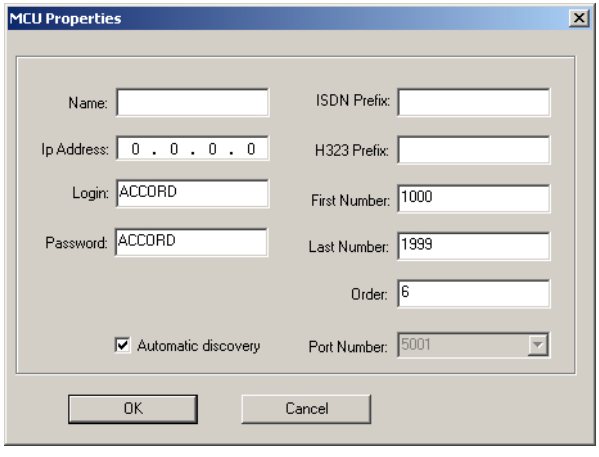
Table 5-1: MCU Properties Parameters

Option	Description
Name	Type the name of the MCU. Specify a name that clearly identifies the MCU.
IP Address	Type the IP Address of the MCU.
Login	Enter the login name that will be used when connecting to the MCU.
Password	Enter the password that will be used when connecting to the MCU.
ISDN Prefix	The first digits of the MCU dial-in numbers that are added at the beginning of the dial-in number allocated to the end users by the MCU. The full dial-in number is allocated by the service provider that supplies the line. As the call passes through the PBX, the MCU truncates part of the dial-in number. This option is applicable to ISDN dial-in calls.
H.323 Prefix	Optional. The H.323 Network Service Prefix defined in the MCU and in the gatekeeper with which the MCU is registered. This prefix is used for undefined dial-in H.323 participants and for board-hunting for H.323 dial-in participants.
First Number	Type the first phone number in the range of ISDN dial in numbers allocated by the MCU. These numbers are added to the Prefix number to compose the complete number dialed by participants when connecting to the MCU. For example if you enter 1000, and the prefix is 97865, the first dial in number in the range will be 978651000.
Last Number	Type the last phone number in the range of dial in numbers allocated by the MCU. These numbers are added to the Prefix number to compose the complete number dialed by participants when connecting to the MCU. For example if you enter 9999, and the prefix is 97865, the last dial in number in the range will be 978659999.

Table 5-1: MCU Properties Parameters

Option	Description
Order	Define the order in which the MCUs are selected to handle a new conference when two or more MCUs are connected. When a new conference is started, the system will try to establish it on the MCU numbered as 1.

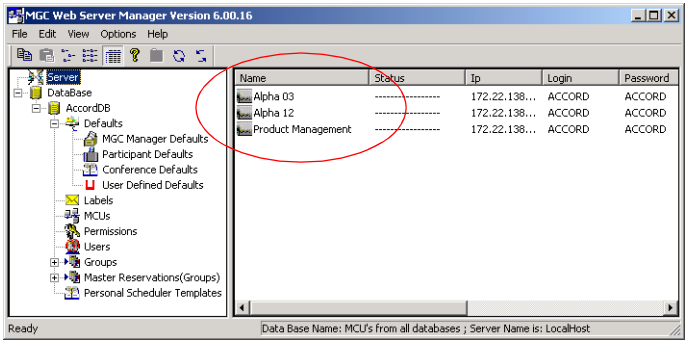
3. In order to work with firewalls the user can select the MCU listening port. The default listening port is 5001. The Internet Assigned Numbers Authority (IANA) assigned to the Accord MCU a new port number (1205).
   If you have problems connecting to the MCU, click the **Advanced** button to select the new port number.
4. In the *Port Number* list, select **1205** (the newly assigned port) or to activate the auto port discovery mechanism, select **Auto Discovery**. When selecting *Auto Discovery* the *Port Number* list is disabled.



5. Click **OK** to confirm and add the MCU to the MCUs list.

Viewing the MCUs List

- In the *Browser* area, click the *Server* icon.
  The MCUs list is displayed in the *Status* area.



The system displays in a table format the MCU Name, MCU Status (which is displayed only if the Server is connected to the Web Server Manager), MCU IP address, Order, the Login Name and Password used to connect to the MCU, Order, the ISDN Prefix of the MCU dial-in number, the H.323 prefix, the First Dial-in number and the last Dial-in number. For an explanation of these fields, see the MCU definition on page 5-2.

Sorting the MCUs List

You can sort the MCUs according to any of the fields by clicking on the appropriate column heading.

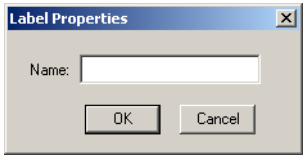
Defining a New Label

Labels may be used to group reservation or parties templates. Labeling enables the remote user to filter conferences or participant templates when accessing the database to schedule or monitor conferences.

To define a new Label:

1. In the *Browser* area, right-click the *Labels* icon, and then click **Add New Label to DB**.

   The *Label Properties* dialog box opens.

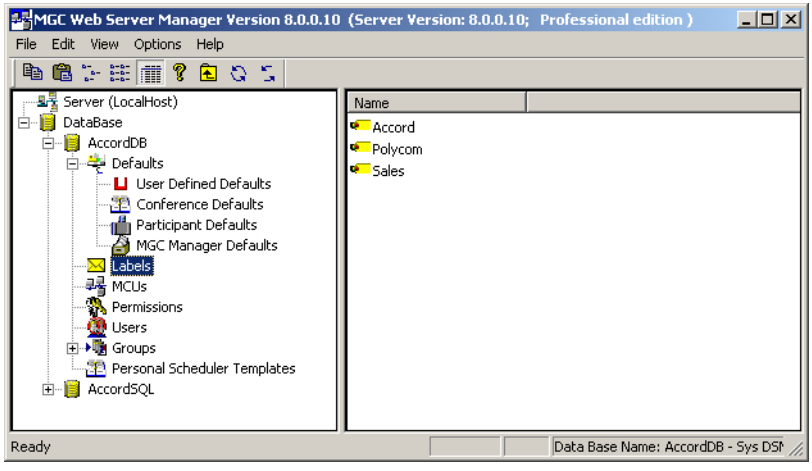


2. In the *Name* box, enter the label name. This label may be used to filter the conferences or parties stored in the database.
3. Click **OK** to confirm and add the new Label to the database.

Viewing the Labels List

- In the *Browser* area, click the *Labels* icon.
  The *Labels* list is displayed in the *Status* area.

  The system displays the *Label Names* in a table format.



Sorting the Labels List

You can sort the labels alphabetically by name in ascending or descending order by clicking on the *Name* column heading.

Defining Permissions

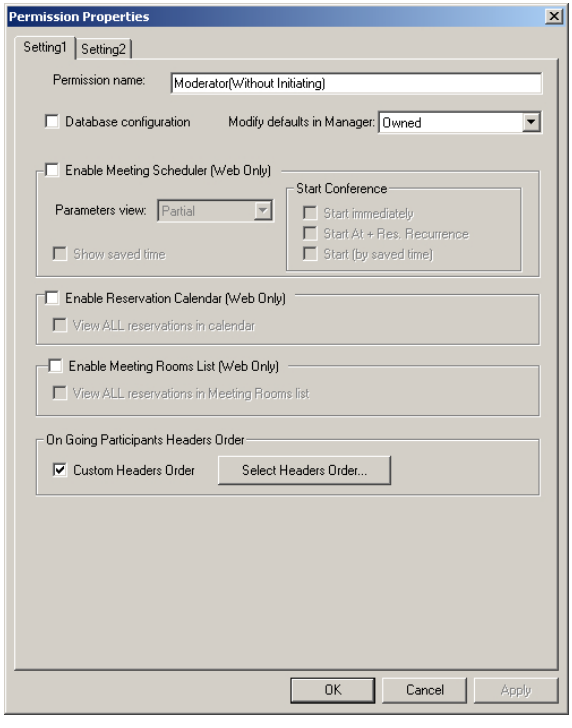
Permissions define the access rights to various functions of the MGC WebCommander, MGC Web Server Manager and MGC Database Manager (a module of the MGC Manager application). You can define various permission types according to your needs, creating a wide range of user types. Once defined, the permission is assigned to a user, setting the user rights to various functions.

The database includes five default permission types. These permissions are detailed in "Predefined Permissions" on page 5-19.

To define a new Permission:

1. In the *Browser* area, right-click the *Permissions* icon and then click **Add New Permission to DB**.

2. The *Permission Properties-Settings1* dialog box opens.



3. Define the following options:

Table 5-2: Permission Properties - Settings1 Parameters

Option	Description
Permission Name	Enter the name for this set of options determining the access rights to various functions. This set will be assigned to users and will determine their access rights.
Database Configuration	Determines whether the user will be able to configure the administrator's tables (Defaults, MCUs, Labels, Permissions, Users and Groups) in the database via the Web Server Manager or the MGC Database Manager (in the MGC Manager application), when both applications use the same database. This option should be enabled for a Permission that will be assigned to an Administrator.
Modify Defaults in Manager	Determines whether the user will be able to read the various default sets from the database, add new defaults to the database or modify the existing default sets in the database from the MGC Database Manager or the MGC Web Server Manager applications. ***Owned*** – The user will be able to view and/or modify (while saving to database) the default sets assigned to him/her. ***All*** - The user will be able to view and/or modify (while saving to database) all the default sets in the database.
Enable Meeting Scheduler (Web Only)	Select this check boxto let the participant access the Meeting Scheduler module and schedule conferences. When this check box is cleared, the WebCommander user will not be able to access the Conference templates and start a new conference.

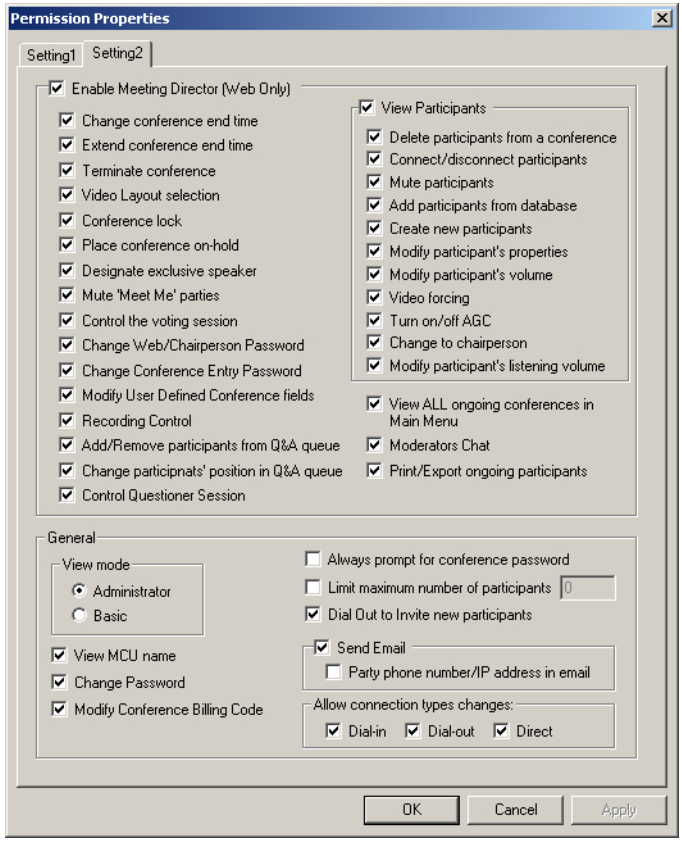
Table 5-2: Permission Properties - Settings1 Parameters

Option	Description
Parameters view	From the drop-down list, select one of the following options: ***Partial*** – The user will be able to see only a limited set of reservation parameters. In such a case, the remaining parameters are taken from the reservation default settings. ***Full*** – The user will be able to view and modify all the reservation parameters.
Show saved time	When enabled, two additional fields (Start Date and Start Time) are displayed in the *Conference – Schedule* dialog box. Using these fields, the users will be able to add to the conference template a time indication to when the conference should start. However, the conference will not start automatically at this time (it is only used as a reference or as a filtering option).
Start Conference	Indicates whether the user will be able to initiate conferences from the Meeting Scheduler module. You can select one or all of the following options: ***Start Immediately –*** The user will be able to start an on going conference at the end of the conference definition. ***Start At + Res Recurrence*** – The user will be able to define the conference start date and time at which the conference will be automatically started by the MGC WebCommander. In addition, the user will be able to define recurrent reservations. ***Start (By Saved Time) –*** The user will be able to start the conference using the *Start Date* and *Start Time* parameters to schedule the conference. This option is enabled only when the *Show Saved Time* option is enabled.

Table 5-2: Permission Properties - Settings1 Parameters

Option	Description
Enable Reservation Calendar (Web Only)	Select this check box to enable users to access the Calendar and view the scheduled conferences/ Meeting Rooms in the Calendar. When cleared, the user will not be able to access the Calendar. ***View ALL Reservations in Calendar*** – Select this check box to allow the user to view all reservation in the Calendar, including reservations made by other users. If this check box is cleared, the user will be able to see only the reservations s/he scheduled.
Enable Meeting Rooms list (Web Only)	Select this check box to enable users to access the Meeting Rooms list and view the active and passive Meeting Rooms. When cleared, the user will not be able to access the Meeting Rooms list. ***View ALL Reservations in Meeting Rooms List –*** Select this check box to allow the user to view all Meeting Rooms in the Meeting Rooms list, including reservations made by other users. If this check box is cleared, the user will be able to see only the Meeting Rooms s/he scheduled.
Custom Headers Order	Select this check box to enable the display columns not displayed in the Participant Details pane of the On Going Party Headers list. The Selected On Going Party Headers list displays the columns that would appear in the ongoing conference pane. The order in which the columns are listed is the order in which they appear in the ongoing conference pane. To display a column, in the On Going Party Headers list, select the column name to be added and then click the double right arrow button [>>]. The column is added to the Selected On Going Party Headers list. To hide a column, in the Selected On Going Party Headers list, select the column name to hide, and then click the double left arrow button [<<]. The selected column) is moved to the On Going Party headers list.

4. Click the **Settings2** tab.



This dialog box enables you to set the access rights to the WebCommander's Meeting Director module and to perform various tasks while monitoring on going conferences. In addition, general user behavior may be defined.

5. Define the following parameters:

6. Choose **OK** to confirm and add the new Permission to the database.

Table 5-3: Permission Properties - Settings2 Parameters

Option	Description
Enable Meeting Director (Web Only)	Select this check box to allow users to access the Meeting Director module and monitor On Going conferences via the MGC WebCommander application. When cleared (disabled), the Meeting Director module will not be displayed in the WebCommander application.
Change conference end time	Select this check box to let the user change the conference duration (extend or terminate it) by modifying the conference end time.
Extend conference end time	Select this check box to enable the user to activate the automatic extension of a conference feature. When enabled, the system will automatically extend an On Going conference when participants are still connected, up to a maximum extension time predefined for the MCU (in the MGC Manager "system.cfg" file).
Terminate conference	Select this check box to enable the user to manually terminate the conference at any given time.
Video Layout selection	Select this check box to let the user select a different video layout for an On Going Continuous Presence conference.
Conference lock	Select this check box to allow the user to lock the conference for dial-in participants in order to save system resources. When a conference is locked, dial in participants will be rejected from the conference.
Place conference on-hold	Select this check box to allow the user to place an Audio Only conference on hold. While the conference is on hold, the participants hear music.
Designate exclusive speaker	Select this check box to let the user designate a participant in an audio only conference as the conference speaker/lecturer while automatically muting all other participants.
Mute "Meet Me" parties	Select this check box to let the user enable or disable the *Mute Meet Me Parties* option during an On Going conference.

Table 5-3: Permission Properties - Settings2 Parameters

Option	Description
Control the voting session	Select this check box to enable the user to control voting/polling sessions during on going Audio Only conferences.
Change Web/ Chairperson Password	Enables you to change the password used by the participant to identify himself/herself as the conference chairperson. The password is also used to access the conference properties and to monitor the conference in WebCommander.
Change Conf. Entry Password	Enables you to change the password used by the participant to access the conference.
Modify User Defined Conference fields	Select this check box to allow the WebCommander user to modify User Defined fields for a conference.
Recording Control	Check this box to allow the user to activate and control a recorder.
Add/Remove participants from Q&A queue	Select this check box to enable the user to add or remove participants from the Question and Answers queues during On Going conferences. When checked enables the following icons & drop-down menus: • *Add participant to Q&A* • *Remove participant from Q&A*
Change participants position in Q&A queue	Select this check box to enable the user to change the participants position from the Question and Answer queues during On Going conferences. When checked enables the following icons & drop-down menus*:* • *Move Participant Position Up in Q&A* • *Move Participant Position Down in Q&A* • *Move Participant to First Position in Q&A* • *Move Participant to Last Position in Q&A*

Table 5-3: Permission Properties - Settings2 Parameters

Option	Description
Control Questioner Session	Select this check box to enable the user to control the questioner session from the Question and Answer queues during On Going conferences. When checked enables the following icons & drop-down menus*:* • *Stop questioner session* • *Next questioner*
View Participants	Select this check box to enable the user to view participant properties while monitoring an On Going conference. When disabled (cleared), the user will not be able to view or modify the participant properties.
Delete participants from a Conference	Select this check box to enable the user to be able to delete participants from an On Going conference.
Connect/ disconnect participants	Select this check box to let the user connect or disconnect participants from an On Going conference.
Mute participants	Select this check box to enable the user to mute the participant audio and/or video channels during an On Going conference.
Add participants from database	Select this check box to let the user add new participants from the Participants database to an On Going conference.
Create new participants	Select this check box to allow the user to define new participants during an On Going conference.
Modify participant's properties	Select this check box to allow the user to modify the participant properties during an On Going conference, before the participant connects to the conference.
Modify participant's volume	Select this check box to enable the user to change the volume of the participant's audio transmitted to the conference during an On Going conference.

Table 5-3: Permission Properties - Settings2 Parameters

Option	Description
Video forcing	Select this check box to allow the user to video force (select a specific participant to appear in a given video window) participants to various video layout windows.
Turn on/off AGC	The Auto Gain Control mechanism regulates noise and audio volume by keeping the received signal to all participants balanced. Different endpoints and phones produce different types of source noise and volume. The Auto Gain Control mechanism can be applied to all incoming audio streams prior to mixing, thereby dynamically changing the amplification of the input signal providing a constant output amplitude. Auto Gain Control mechanism regulates: • Measured energy of an input signal • Characterization of an input signal – voice or noise (to a constant and desired output level). Select this check box to enable the AGC function.
Change to chairperson	Select this check box to let the WebCommander user change the participant status to Chairperson.
Modify participant's listening volume	Select this check box to let the WebCommander user to modify participants' listening volume.
View ALL ongoing conferences in Main Menu	Select this check box to let the user view the list of all the On Going conferences currently running on all the connected MCUs. The list will include all the conferences including those assigned to other users (these conferences will appear with a lock icon next to them). To monitor On Going conferences assigned to other users, the appropriate password must be entered by this user.
Moderators Chat	Select this check box to let the user chat using text messaging during an On Going conference.

Table 5-3: Permission Properties - Settings2 Parameters

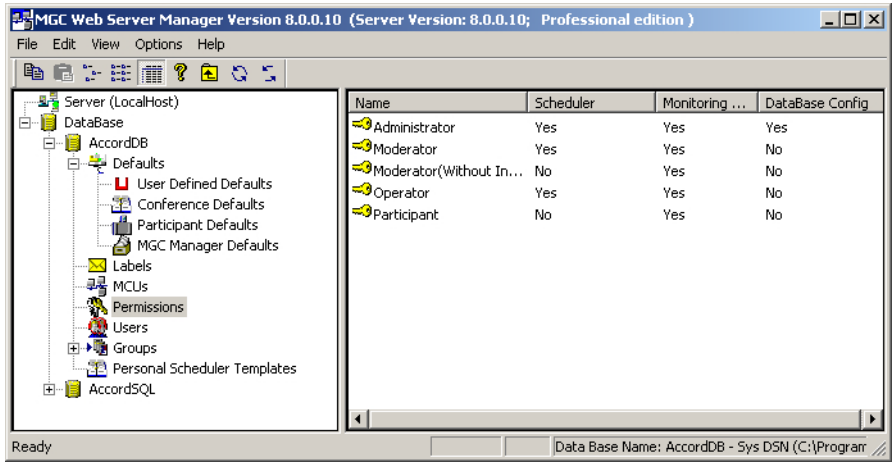
Option	Description
Print/Export ongoing participants	Select this check box to enable the ongoing conference's participants list be printed or exported to an .xls (Excel) formatted file.
General	
View Mode	Set the View Mode to **Administrator** to allow the user to access Conference Reservation Templates and Participant Templates. Set the View Mode to **Basic** for users who do not require access to Conference Reservation or Participant templates.
Always prompt for Conference password	Select this check box when you require the participant to be prompted for the conference password.
Limit Maximum number of participants	The number of participants a user can add to a Video or Audio Only conference in the WebCommander site can be limited. When this option is enabled, the user cannot start a conference in which the number of participants exceeds the limit defined in his/her permissions. If the maximum number of participants is exceeded, an appropriate error message is displayed. When no limit is set (when this check box is cleared), the default maximum number of participants is allowed. Select this check box and then enter the required number of participants in the text box.
Dial out to Invite new participants	During an On Going Audio Only conference, a user may request to invite a participant to join the conference. The request is sent via the telephone using DTMF codes. Select this check box to enable the user to invite new participants during an On Going Audio Only conference.

Table 5-3: Permission Properties - Settings2 Parameters

Option	Description
Send Email	The e-mail address of the participant. When you opt to send and e-mail during the conference definition, recurring reservation or update the e-mail address is used to send an e-mail to the participant.
Party phone number/Ip address in email	Select this check box to add the participant's phone number or IP address in an e-mail sent after the conference definition, recurring reservation or update of a reservation.
View MCU Name	Select this check box to let the user view the MCU name in the *On Going Conferences List*.
Change Password	Select this check box to allow the user to change his/her password to the WebCommander site from the Main Menu pane of WebCommander.
Modify Conference Billing Code	Select this check box to allow the WebCommander user to modify the conference Billing code during the On Going conference.
Allow Connection Type Changes	A user may start a conference in the WebCommander site that includes Dial-In, Dial-Out and/or Direct participants, and add new participants of Dial-In, Dial-Out and/or Direct connection type. The user is able to define participants of all connection types in the participants database or in the conference templates, but will not be able to launch such templates if he/she does not have the appropriate permission. For example, if a Dial-In participant is added to an On Going conference but the user does not have permission for Dial-in, an error message appears. Select or clear the **Dial In**, **Dial Out**, or **Direct** check boxes to indicate the connection type of participants that can be added to the conference.

Viewing the Permissions List

1. In the *Browser* area, click the *Permissions* icon.
   The *Permissions* list is displayed in the *Status* area, in a table format.



   The system shows, for each Permission, the currently defined access rights to three main modules.

   - *Define/Initiate Conference* – indicates whether the user has access to the Meeting Scheduler module. This option is not relevant to the MGC Manager users.
   - *Monitoring Conference* – indicates whether the user has access to the Meeting Director module. This option is not relevant to the MGC Manager users.
   - *Database Configuration* – indicates whether the user will have access to the administrator tables of the database.

Sorting the Permissions List

You can sort the Permissions alphabetically, according to their Name, by clicking on the Name column heading.

Predefined Permissions

The system includes five default permission types, which define the access rights for various system modules. These permissions are: Administrator, Operator, Moderator, Moderator (without initiating) and Participant. The following table lists the access rights to the various functions of the default permission types defined in the system:

Permission Type / Operation	Admin-istrator	Operator	Moderator	Moderator (without initiating)	Participant
Database Configuration	✓	×	×	×	×
Modify defaults in Manager	All	Owned	Owned	Owned	Owned
Enable Meeting Scheduler	✓	✓	✓	×	×
Parameters View	Full	Full	Partial	×	×
Show Saved Time	×	×	×	×	×
View Participants	✓	✓	×	×	×
Start Immediately	✓	✓	✓	×	×
Start At + Res. Recurrence	✓	✓	✓	×	×
Start (by saved time)	×	×	×	×	×
Start a Requested Meeting	×	×	×	×	×
Enable Reservation Calendar	✓	✓	✓	×	×

Permission Type / Operation	Admin-istrator	Operator	Moderator	Moderator (without initiating)	Participant
View ALL reservations in the Calendar	✓	×	×	×	×
Enable Meeting Rooms List	✓	✓	✓	✓	×
View ALL reservations in Meeting Rooms list	✓	×	×	×	×
Enable Meeting Director	✓	✓	✓	✓	✓
Change conference end time	✓	✓	✓	✓	×
Extend conference end time	✓	✓	✓	✓	×
Terminate conference	✓	✓	✓	✓	×
Video Layout Selection	✓	✓	✓	✓	×
Conference lock	✓	✓	✓	✓	×
Place conference on hold	✓	✓	✓	✓	×
Designate exclusive speaker	✓	✓	✓	✓	×
Mute "Meet Me" Parties	✓	✓	✓	✓	×
Control the voting session	✓	✓	✓	✓	✓
Change web/chair person password	✓	✓	✓	✓	×

Permission Type / Operation	Admin-istrator	Operator	Moderator	Moderator (without initiating)	Participant
Change conf entry password	✓	✓	✓	✓	×
Modify User Defined Conference fields	✓	×	×	×	×
Recording Control	✓	✓	✓	✓	×
Add/Remove participants from Q&A queue	✓	✓	✓	✓	×
Change participants position in Q&A queue	✓	✓	✓	✓	✓
Control Questioner Session	✓	✓	✓	✓	✓
View Participants	✓	✓	✓	✓	✓
Delete participants from a conference	✓	✓	✓	✓	×
Connect/Disconnect participants	✓	✓	✓	✓	×
Mute participants	✓	✓	✓	✓	✓
Add participants from database	✓	✓	×	×	×
Create New Participants	✓	✓	×	×	×
Modify participant Properties	✓	✓	✓	✓	✓
Modify participant's Volume	✓	✓	✓	✓	✓
Video Forcing	✓	✓	✓	✓	×

Permission Type / Operation	Admin-istrator	Operator	Moderator	Moderator (without initiating)	Participant
Turn On/Off AGC	✓	✓	✓	✓	×
Change to chairperson	✓	×	×	×	×
Modify participant's listening volume	✓	×	×	×	×
View ALL ongoing conferences in Main Menu	✓	×	×	×	×
Moderators Chat	✓	✓	×	×	×
Print/Export ongoing participants	✓	✓	✓	✓	✓
View Mode	Admin-istrator	Basic	Admin-istrator	Basic	Basic
General - View MCU Name	✓	×	×	×	×
Change Password	✓	✓	✓	✓	✓
Modify Conference Billing Code	✓	×	×	×	×
General – Always Prompt for conference password	×	×	×	×	×
General – Limit maximum number of participants	×	×	×	×	×
Dial out to Invite new participants	Dial-in Dial-out direct	✓	Same as Admin-istrator	✓	✓

Permission Type / Operation	Admin-istrator	Operator	Moderator	Moderator (without initiating)	Participant
Send E-mail	✓	✓	✓	×	×
Participant Phone Number/IP address in E-mail	×	×	×	×	×
Allow Connection Type Changes	✓	✓	✓	✓	✓

Defining a New User

The database includes the list of all users that can access the database via the MGC Web Server Manager or the WebCommander.

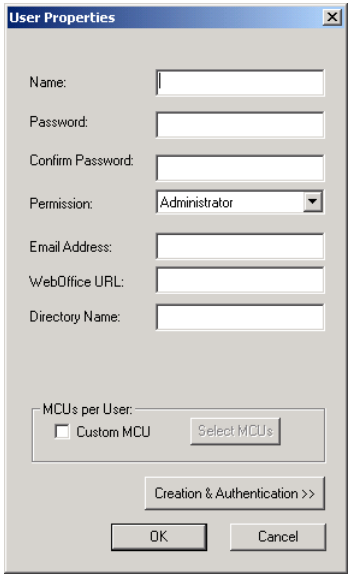
Depending on the permission assigned to the user, access to the Meeting Scheduler, Meeting Director and Database configuration may be denied and/or various fields and operations may be disabled.

The User definition is used in Ad Hoc conferencing when the WebCommander is used as the External database application for conference initiation and conference access validation. For more details, see *"Ad Hoc Conferencing and Conference Access Using WebCommander for Authentication" on page 5-36*.

To define a new User:

1. In the *Browser* area, right-click the *User* icon, and then click **Add New User to DB**.

The *User Properties* dialog box opens.

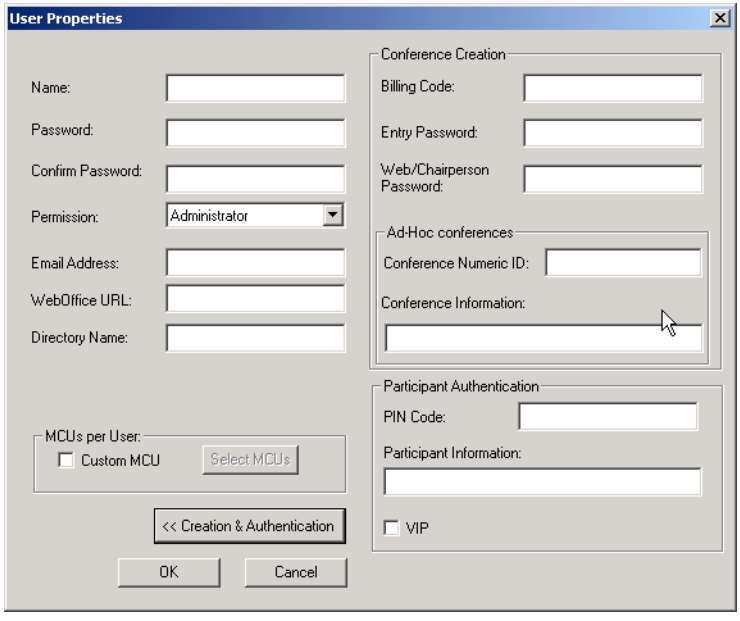


2. Define the following parameters:

Table 5-4: User Properties

Option	Description
Name	Enter the name of the user.
Password	Enter the password to be used by the user when accessing the database via the MGC Web Server Manager, the WebCommander and the MGC Database Manager. The password is hidden to increase system security.
Confirm Password	Confirm the password by re-typing it. The password is hidden to increase system security.
Permission	Select the Permission (access rights) type for the user from the drop-down list. The permission type is defined in the *Permissions* table. It defines the modules the user can access and the functions s/he can perform.
E-mail Address	If the e-mail option is enabled in the Permission selected for the user, enter the user's e-mail address. This address will be used when an e-mail is sent from the user when scheduling a reservation.
Web Office URL	If the user has a WebOffice URL, enter it here. When starting a new meeting, the URL will appear on the WebCommander web page. Conference participants can click on the URL link and enter the meeting. For more information on WebOffice, refer to the *WebOffice User's Guide*.
MCU per User – Custom MCU	The system administrator can select the MCUs on which the user may schedule reservations or start On Going conferences. Select this check box to assign the MCUs to the user. When cleared, the user will be able to run conferences on all the MCUs defined in the MGC Web Server.
Select MCUs	Click this button to designate the MCUs on which the user can run conferences. The *MCUs per User* dialog box opens.

3. Click the **Creation & Authentication** button to display additional parameters.



4. Define the following parameters:

Table 5-5: Conference Creation and Authentication Parameters

Option	Description
Conference Creation	
Billing Code	Enter the billing code that will be added to the conference parameters when starting a new on going conference from the New Meeting window or from the MGC Personal Scheduler (Outlook's Add-on application). In Ad Hoc conferencing, when the MCU is configured to use the WebCommander Server Manager as the External database application for authentication, the billing code defined here overwrites the billing code defined in the Ad Hoc Profile.

Table 5-5: Conference Creation and Authentication Parameters

Option	Description
Entry Password	Enter the conference entry password the participants will have to enter to connect to the conference. This password is assigned to the conference scheduled or started from the New Meeting window or from the MGC Personal Scheduler (Outlook's Add-on application). In Ad Hoc conferencing, when the MCU is configured to use the WebCommander Server Manager as the External database application for authentication, the Conference Entry Password defined here overwrites the Conference Entry Password defined in the Ad Hoc Profile. This password becomes the conference password for the conference initiated by this user.
Web/Chairperson Password	Enter the Chairperson password the participants will have to enter to connect to the conference as chairperson or to view the conference properties from the WeCommander Web site. This password is assigned to the conference scheduled or started from the New Meeting window or from the MGC Personal Scheduler (Outlook's Add-on application). In Ad Hoc conferencing, when the MCU is configured to use the WebCommander Server Manager as the External database application for authentication, the Chairperson Password defined here overwrites the Chairperson Password defined in the Ad Hoc Profile. This password becomes the Chairperson password for the conference initiated by this user.

Table 5-5: Conference Creation and Authentication Parameters

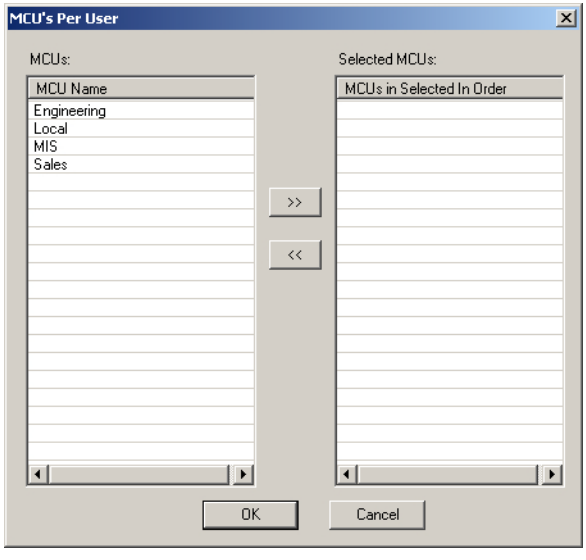
Option	Description
Ad Hoc Conferences	
Numeric ID	In Ad Hoc Conferencing, the Numeric ID is used for authentication purposes. When a participant connects to an Ad Hoc-enabled Entry Queue, which is configured to access the WebCommander as the external database application, the Numeric ID is used to verify whether the participant is authorized to start a new on going conference. If the Numeric ID exists in the WebCommander database, a new conference is started and this Numeric ID is assigned to the conference. The Participant who has started the On Going conference is automatically created and added to the conference. If the Numeric ID does not exist in the external database, the participant is disconnected from the MCU.
Conference Information	Enter the Contact Information for the conference. This parameters overwrites the User Defined 1 field information in the Profile.
Participant Authentication	
PIN Code	Enter a personal code to be assigned to this user. This PIN code is used to find the participant in the WebCommander database - Users table, when the IVR Service is configured to access the external database for conference access authentication. This code can replace the conference Entry Password when the conference access is validated for each conference participant individually (and not at the conference level using one password for all participants.
Participant Information	Enter general information about the participant. The information in this field replaces the information defined in the User Defined 1 field of the Participant properties when connecting to the conference.

Table 5-5: Conference Creation and Authentication Parameters

Option	Description
VIP	Select whether this user will be set as VIP when connecting to the conference. This field overwrites the VIP definition of the Participant properties for this user when connecting to the conference.

5. Click **OK**.
6. To designate MCUs for a user, in the *Properties* window, select the **Custom MCU** check box, and then click the **Select MCUs** button.

   The *MCUs Per User* dialog box opens.



   The *MCUs* list shows all the currently defined MCUs that were not assigned to the user. The *Selected MCUs* list shows the MCU currently assigned to the user.
7. To assign MCUs to the user, in the *MCUs* list, click the MCU name(s) and then click the **Add [>>]** button. Multi-selection is available using standard Windows conventions.
   The selected MCUs appear in the *Selected MCUs* list.

The order of the MCUs in the *Selected MCUs* list determines the order in which the system will look for a free MCU to run a conference scheduled by this user.

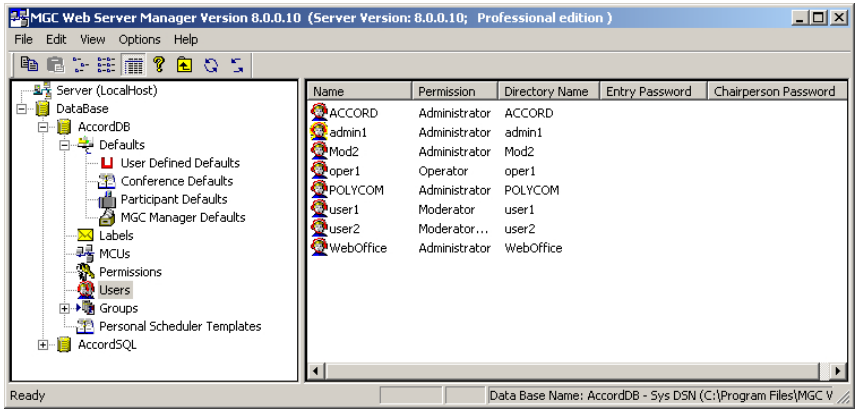
To cancel the assignment of MCUs to the user, in the *Selected MCUs* list, click the MCU name(s) and then click the **Remove [<<]** button. Multi-selection is available using standard Windows conventions.
The unassigned MCUs appear in the *MCUs* list.

8. Click **OK** to return to the *User Properties* dialog box.
9. Click **OK** to confirm and add the User to the database Users table.

Viewing the Users List

To view the Users list:

- In the *Browser* area, click the *Users* icon.
  The *Users* list is displayed in the *Status* area.



The system displays in a table format the User Name, Password and Permission as defined for each User.

Sorting the Users List

You can sort the users according to Name or Permission by clicking the appropriate column heading.

Automatically Adding Authenticated Windows Users to the Users List

Users registered in the Windows domain may be automatically added to the Users list, based on their Windows user Name and Password and parameters defined in the Participant Defaults. The users are added to the Users table in the database if the *Automatically add authenticated Windows users to WebCommander Users list* is selected in the Web Configuration window.

Once the user is added to the Users list in the MGC Web Server Manager, you can add the user E-mail address, WebOffice URL and modify the user's permission.

Windows Authentication is not supported by Netscape browser.

To modify the Properties of a Windows Authenticated User in the Web Server Manager application:

1. Expand the database tree.
2. Click the Users icon to display the Users list in the *Status* area.
3. In the Status area, double-click the icon of the user to modify. The User Properties dialog box opens.
4. Enter the User E-mail address, WebOffice URL and modify the user's permission. Do not change the user name and password as they are taken from the Windows domain.
5. If required, enter the Creation and Authentication parameters as described in "Conference Creation and Authentication Parameters" on page 5-26.
6. Click **OK**.

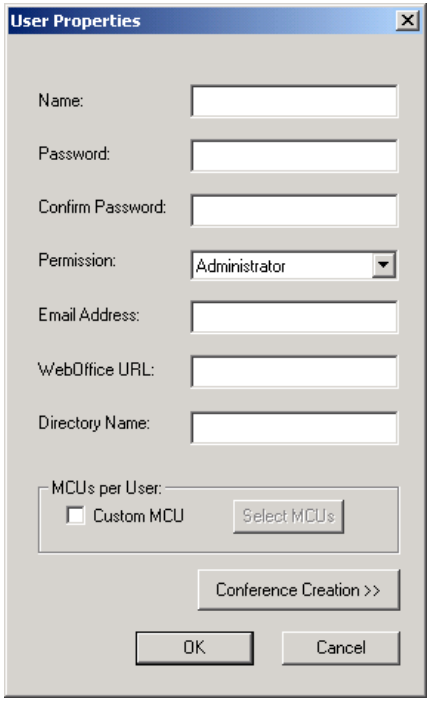
Manually Adding Windows Users to the Users List

In the MGC Server Manager application, define the users that are authorized to access the MGC WebCommander Web site based on their Windows login name and password.

To manually add Users when working in Windows Authentication mode:

1. Expand the database tree.
2. In the *Browser* pane, right-click the *Users* icon, and then click **Add New User to dB**.

   The *User Properties* dialog box opens.



3. Define the user *Name* as it is registered in the Windows domain.
4. Leave the *Password* field blank as the password will be taken from Windows Authentication.
5. Select the user's *Permission* from the list.

6. It is recommended to enter the user's *E-mail* address, if the conference default name format will be configured to include the E-mail address.
7. If the Ad Hoc Conferencing is configured on the MCU and WebCommander users may start on going conferences using Ad Hoc conferencing, define the **Conference Creation** properties as described in "Conference Creation and Authentication Parameters" on page 5-26.
8. Click **OK**.

Assigning Users to Groups

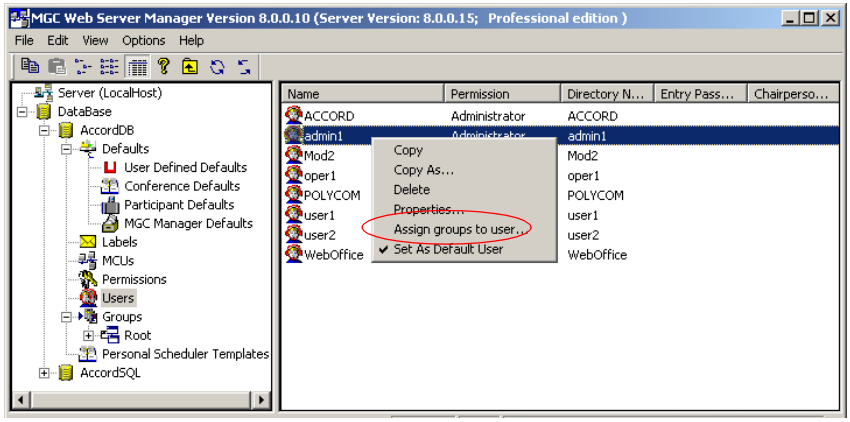
Groups are used to increase the system security by allowing users to view reservation and participant data only from groups to which they have access right.

Once the Groups are created, you may define the access rights of users to each of the existing Groups in the group hierarchy. The definition can be done either per Group or per User. When defining the access rights per user, you select the groups that the user will be able to access. When defining the access rights per group you select the users that will be able to access a certain group. For more details regarding the *Groups* table and the assignment of access rights to a Group, see "Defining Groups" on page 5-45.

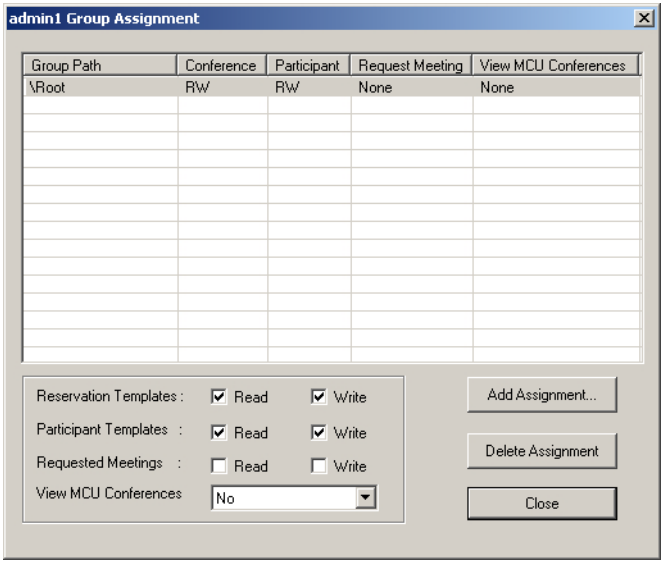
To assign Users to Groups:

1. In the *Browser* area, click the *Users* icon to list the currently defined users.

2. Right-click the icon of the user whose access right to define, and then click **Assign groups to user**.



The *<User Name> Group Assignment* dialog box opens, listing the Groups to which the user has access rights.



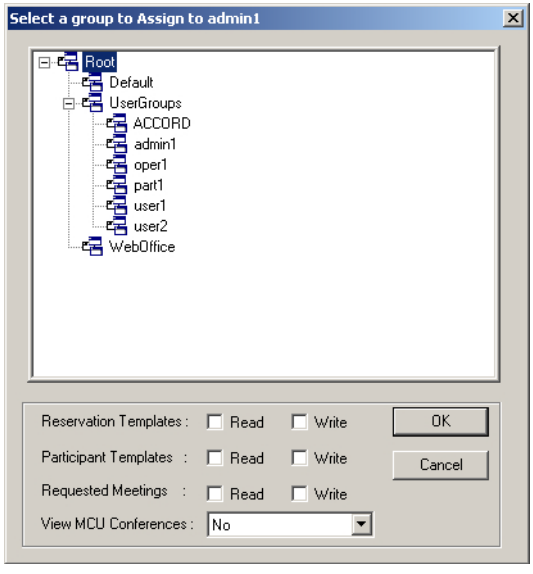
The list displays the groups currently assigned to the User with the access rights the user has to each of these groups.

You may modify the user's access rights to a specific group by clicking the group and then selecting the appropriate *Read* and *Write* properties. For more details, see the assignment of new groups, next.

3. To assign additional groups to the user, click the **Add Assignment** button.

   To remove an assigned group, select the Group you wish to delete and then click the **Delete Assignment** button.

   If you have selected to *Add Assignment*, the following dialog box opens.



   — Click the group to assign to the user. If needed, click the plus **[+]** icon to expand the Groups tree until the desired group is shown.

   — Define the user ability to view, create new and/or modify conference and participant templates.

   — Select the **Read** check box to enable the user to view the templates assigned to the Group without modifying them or adding new templates to the group.

   — Select the **Write** check box to enable the user to view, add, remove and modify templates assigned to the group. When selecting this option, the *Read* check box is automatically selected.
   Leaving the *Read* and *Write* check boxes cleared means that the user

will not be able to view, modify or create new Participant or Conference templates.

— In the *View MCU Conferences*, select one of the following options:

— ***No*** – The user will not be able to view the reservations, Meeting Rooms and On Going conferences assigned to other users of the same Group, even if the *View All* options are enabled in the Permissions assigned to this user.

— ***Enter with Password*** – The user will be able to view Reservations, Meeting Rooms and On Going Conferences scheduled by other users assigned to this group, if the appropriate password will be entered upon their selection.

— ***Enter without Password*** – The user will be able to view all Reservations, Meeting Rooms and On Going Conferences scheduled by other users assigned to this group without any restrictions.

4. Click **OK**.
   The system returns to the *User Assignment to Group* dialog box and adds the group to the list of groups to which the user has access rights.
5. Add additional groups or click the **Close** button to complete the assignment procedure.

Ad Hoc Conferencing and Conference Access Using WebCommander for Authentication

The Ad Hoc conferencing is configured in the MGC Manager application. For more details on the configuration and requirements of Ad Hoc conferencing in the MGC Manager application, see the MGC Manager User's Guide, Volume II, Chapter 3.

The MGC WebCommander can also be configured to work as the external database application for Ad Hoc conferencing and conference access authentication.

There are several Ad Hoc conferencing and conference access authentication scenarios in which the MCU sends queries to the external database application (in this case the WebCommander) for authentication:

- Conference Initiation - Numeric ID authentication
- Conference Access - Conference Entry Password authentication

- Conference Access - Chairperson Password authentication

Conference access authentication can be part of the Ad Hoc conferencing flow (conference initiation authentication), or independent of Ad Hoc conferencing. In this case each participant's connection to a conference is validated by the external database application (such as the WebCommander server).

When Ad Hoc conferencing for conference creation is the first stage in the flow, the Entry Queue is configured to Ad Hoc conferencing with the conference parameters defined in a Profile assigned to it. The Entry Queue Service assigned to the Ad Hoc-enabled Entry Queue is usually configured to access the External Database application for conference creation authentication.

In the WebCommander - Web Server Manager application, in the *Users Properties* table, you must define all users with rights to start a new conference using Ad Hoc conferencing. For each user defined in the Web Server database, you enter the PIN Code, conference Numeric ID, Conference Entry Password and Chairperson Password (when applicable), billing code and Conference general information (corresponding to the User Defined 1 field in the Profile properties). In addition each user is assigned a PIN code, and his/her VIP status may be defined.

The user definitions are used for authentication: who can start an On Going conference from an Ad Hoc-enabled Entry Queue, and in some configurations who can join the conference as a participant and who as a chairperson.

Conference access authentication can be independent of Ad Hoc conferencing (conference initiation authentication). In this case, each participant connection to a conference is validated with the WebCommander server.

Ad Hoc Conferencing using WebCommander Server as the External Database Application for Conference Initiation Authentication

To increase the system security and ensure that only authorized users/callers can start a new conference, the WebCommander application is used for authentication.

The procedure to initiate an On Going conference is as follows:

1. The participant dials into an Ad Hoc-enabled Entry Queue.
2. The participant is requested to enter the target conference Numeric ID.

3. The participant inputs the conference Numeric ID using the endpoint remote control or telephone using DTMF codes. If there is currently an On Going conference with this numeric ID, the participant is moved to that conference and another authentication process may occur, depending on the conference IVR Service configuration.
4. If there is no On Going conference with that Numeric ID, the MCU sends the Numeric ID to the WebCommander Web Server to verify if its database contains a user with this assigned Numeric ID and if this user is allowed to initiate new conferences.
5. If the WebCommander Web Server finds such a user, it sends a confirmation to start the conference back to the MCU. The new conference is started based on the Profile assigned to the Entry Queue.
6. In addition to the confirmation to start the conference, the WebCommander Web Server sends the MCU the conference parameters that are part of the user definition in the database Users table:
   - Conference Entry Password
   - Chairperson Password
   - Billing Code
   - Conference Information (corresponding to conference User Defined 1 field)

   These parameters overwrite the conference Profile definitions for these fields.

   If no information is included in the Users table of the database, the information is taken from the Profile.

If the Profile does not contain definitions for these fields, they remain empty, and participants will be able to connect to the conference without entering the conference entry password or chairperson password (depending on the IVR Service configuration).

   The conference is derived from the User name as defined in the WebCommander Server Manager-Users table and the conference numeric ID in the following format: **user name_numeric ID**.
7. Once the conference is started, the participant who initiated the conference is moved to the conference. If no IVR Service is assigned to the conference, or if the IVR Service is configured without conference

Entry Password or without chairperson password prompts and functionality, the participant is connected directly to the conference.

8. If the new On Going conference is assigned an IVR service with conference entry password and chairperson password functionality but without External database authentication and prompts, the participant is requested to enter these passwords in order to connect to the conference. The passwords the participant enters are checked only against the passwords defined for the conference and the participant connects to the conference as an undefined chairperson or a standard participant.

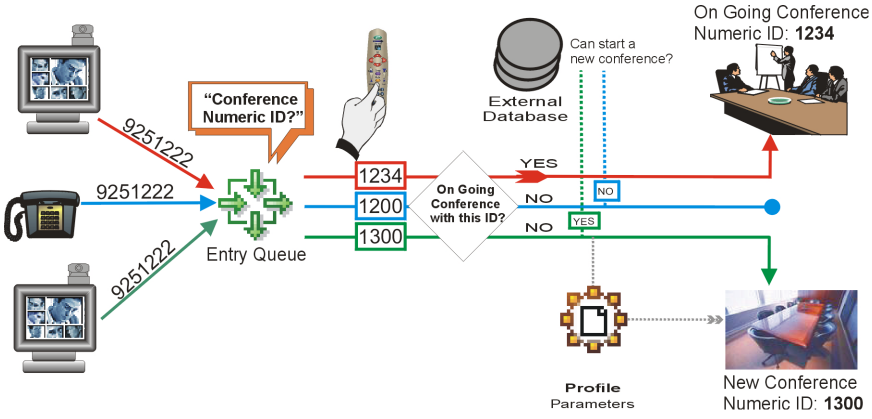


Figure 5-1: Ad Hoc Conferencing with Conference Numeric ID Authentication

To enable this workflow, the following components must be defined in the system:

- An Entry Queue Service configured to access the WebCommander server for conference initiation authentication with the appropriate Numeric ID request messages.
- An Ad Hoc-enabled Entry Queue with an assigned Profile and the appropriate Entry Queue Service.
- In the *WebCommander Web Server Manager* application–*Users* table, definition of users who have the right to start a new conference using the Ad Hoc conferencing mechanism and for each user the appropriate conference Entry Password, Chairperson Password and Billing code that will be assigned for each conference. For more details on User definition, see "Conference Creation and Authentication Parameters" on page 5-26.

- The MCU is configured to access the external database by setting the appropriate flags in the "system.cfg". For more information, see the MGC Manager User's Guide, Volume II, Chapter 3.

Conference Access Authentication Request using WebCommander as the External Database Application

An additional security measure of verifying the conference entry password can be added to the Ad Hoc conference initiation. Which mean participants with valid passwords can connect to the conference.

Conference access authentication can be independent of Ad Hoc conferencing (conference initiation authentication). In this case each participant's connection to a conference is validated by the WebCommander server.

1. If the conference is started using the Ad Hoc conferencing mechanism, follow steps **1 to 7** of the *Ad Hoc Conferencing using WebCommander Server as the External Database Application for Conference Initiation Authentication* flow.
2. The On Going conference is assigned an IVR Service, which is configured to access an External database application for conference Entry Password authentication with the appropriate Entry Password request messages. When the participant is moved from the Entry Queue to the conference IVR queue, the participant is prompted for the conference Entry Password.
3. At this point, the participant can enter:
   — His/her personal PIN Code, as defined in the Users table
   — The conference password as defined for the conference either in the Profile, or by the parameters sent from the external database application to the MCU at the conference start time
4. The MCU sends the WebCommander server the conference numeric ID and the participant's request for the conference entry password.
5. The WebCommander searches its database for a User matching the PIN code sent from the MCU.
   — If a user matching the PIN code is found, the WebCommander checks whether the Conference Numeric ID sent from the MCU is identical to the Numeric ID defined for the User in the database. If yes, the participant is connected to the conference as the chairperson, replacing the participant temporary name with the

name defined for the User in the database. In addition, the participant VIP state and Participant Information parameters are taken from the Users table and they overwrite these parameters in the Participant Properties in the MGC Manager application or the WebCommander Web site.

— If a user with this PIN code is found, but the conference numeric ID is not identical to the numeric ID defined for the User, the participant enters the conference as an identified standard participant; the participant name, VIP state and Participant Information (corresponding to the User Defined 1 field in the Participant Properties definition) are taken from the Users table.

— If the participant has entered the correct conference Entry Password instead of his/her personal PIN Code, the participant cannot be found in the database but he/she is allowed to enter the conference; the participant enters the conference as an undefined participant.

— If the participant enters the wrong conference password or the PIN code does not exist in the database, the participant is either moved to the Participants Queue for Operator's assistance (MGC Manager application), or is disconnected from the conference.

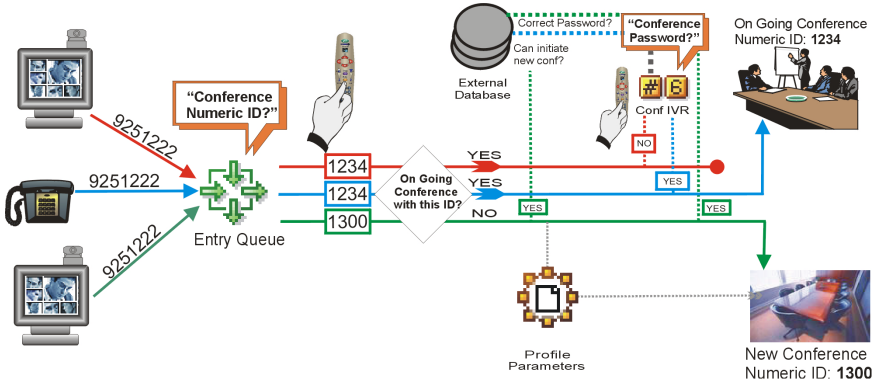


Figure 5-2: Ad Hoc Conferencing with Conference Numeric ID and Conference Entry Password Authentication

This workflow works after the same components as for the *Ad Hoc Conferencing using WebCommander Server as the External Database Application for Conference Initiation Authentication* workflow are defined in the system with the following additions are implemented:

- The IVR Service assigned to the destination conference must be configured to check the external database server for the Conference Entry Password for each participant connecting to the conference. If the conference is created via Ad Hoc-enabled Entry Queue, the IVR Service must be assigned to the Profile used for the Ad Hoc Conferencing.
- The WebCommander Server Manager-Users table must include the Participant PIN Code for each user. The *Participant Information* and *VIP* state may also be defined. For more details on User definition, see "Conference Creation and Authentication Parameters" on page 5-26.

Conference Access - Chairperson Password Authentication Request using WebCommander as the External Database Application

An additional security measure may be added to the Ad Hoc conference initiation by verifying the chairperson password. In this case, standard participants connect to the conference without entering the conference Entry Password. Only a participant that wants to join the conference as a chairperson is verified with the WebCommander server.

Chairperson access to the conference can be validated independent of the Ad Hoc conferencing. In such a case, each participant that identifies himself/herself as the conference chairperson upon connection to a conference is validated with the WebCommander server.

Initiating a conference using this method:

1. If the conference is started using Ad Hoc conferencing mechanism, follow steps **1 to 7** of the *Ad Hoc Conferencing using the WebCommander Server as the External Database Application for Conference Initiation Authentication* flow.
2. The On Going conference is assigned an IVR Service that is configured to access an External database application for Chairperson Password authentication and with the appropriate Chairperson Password request messages. In this case, the IVR Service does not include prompts for conference Entry Password. When the participant is moved from the Entry Queue to the conference IVR queue, the participant is prompted

for the Chairperson identifier key and if one is entered, the participant is prompted for the Chairperson Password.

— If no Chairperson identifier key is entered, the participant enters the conference as a standard, undefined participant.

3. At this point, the participant that identified himself/herself as the conference chairperson can enter:

— His/her personal PIN Code, as defined in the Users table

— The chairperson password as defined for the conference. If Ad Hoc conferencing was used to initiate the conference, the Chairperson Password is either defined in the Profile, or by the parameters sent from the external database application to the MCU at the conference start time

4. The MCU sends the WebCommander server the conference Numeric ID and the participant input to the chairperson password request.

5. The WebCommander server searches its database for a User using the PIN code sent from the MCU.

— If a user with this PIN code is found, the participant is connected to the conference as the chairperson, replacing the participant temporary name with the name defined for the User in the database. In addition, the participant *VIP* state and Participant Information parameters (corresponding to the User Defined 1 field in the Participant Properties definition) are taken from the Users table and they overwrite these parameters in the Participant Properties in the MGC Manager application or the WebCommander Web site.

— If the participant has entered the correct conference Chairperson Password instead of his/her personal PIN Code, the participant cannot be found in the database but he/she is allowed to enter the conference as chairperson; the participant enters the conference as an undefined chairperson.

— If the participant enters the wrong Chairperson Password or the PIN code does not exist in the database, the participant is either moved to the Participants Queue for Operator's assistance (MGC Manager application), or disconnected from the conference.

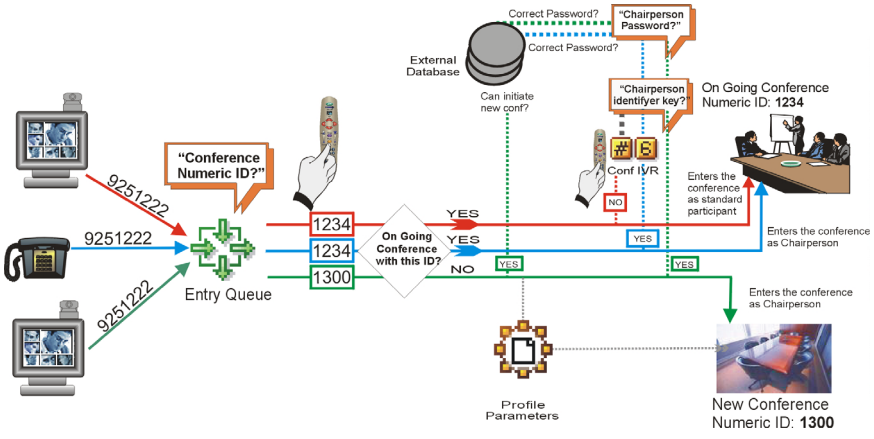


Figure 5-3: Ad Hoc Conferencing with Conference Numeric ID and Chairperson Password Authentication

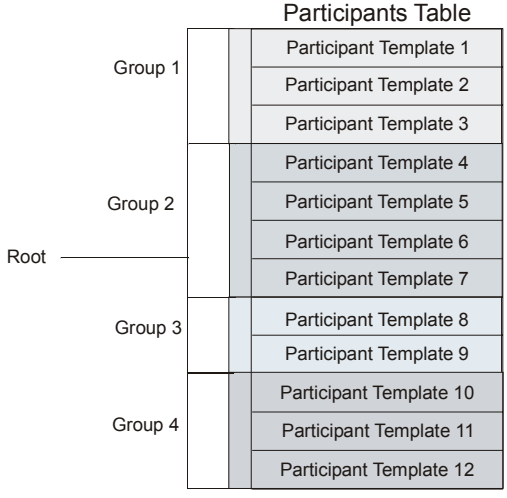
To enable this workflow, the same components as for the *Ad Hoc Conferencing using WebCommander Server as the External Database Application for Conference Initiation Authentication* workflow must be defined in the system with the following additions:

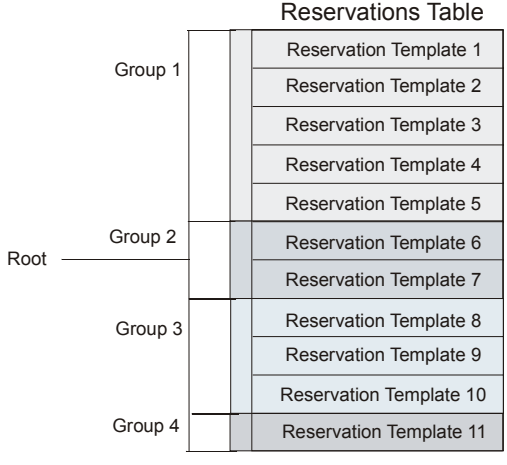
- The IVR Service assigned to the destination conference must be configured to check the external database server for the Chairperson Password for each participant connecting to the conference as a chairperson. If the conference is created via Ad Hoc-enabled Entry Queue, the IVR Service must be assigned to the Profile used for the Ad Hoc Conferencing.
- The WebCommander Server Manager-Users table must include the Participant PIN Code for each user. The *Participant Information* and *VIP* state may also be defined.

The IVR Service can be set to send queries to the external database application server either for Conference Entry Password or Chairperson Password authentication. The MCU can query only one password per conference.

Defining Groups

The User Tables (Participants and Reservations Tables) are organized in Groups. The Groups increase the system security, as they limit the access to conferences and participant data to authorized users only. The Groups are part of the administrative tables.





In the Groups table, you define the various groups and their hierarchy.

Users are assigned access rights to specific Groups. The users can add or modify only Participant templates and/or Conference templates that are assigned to Groups to which they have access rights.

One user may be assigned to many Groups and one Group may be assigned many users.

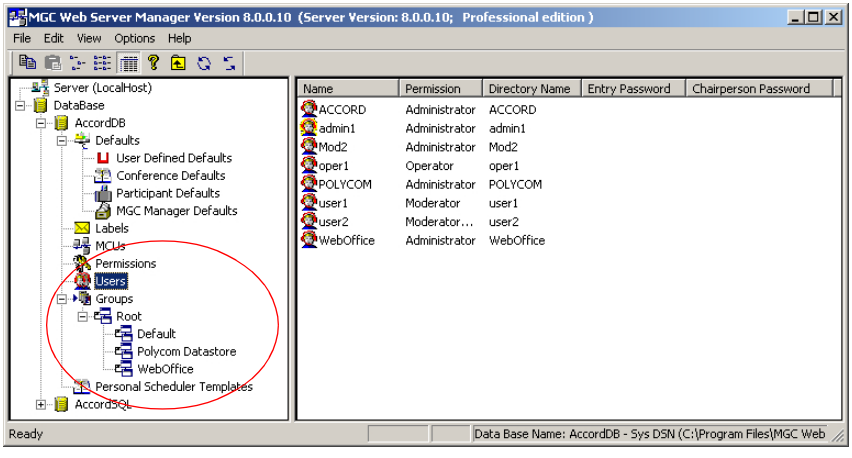
New Conference and Participant templates are created within the selected Group and they are automatically assigned to that Group. Although the Participants table and the Conference table are separate entities, they are both organized by the same Group hierarchy.

Only users with permission to configure the database can define the Groups hierarchy and the access rights of users to the various groups in the MGC Web Server Manager.

Defining a New Group

To define a new Group:

1. Login to the MGC Web Server Manager and list the Database categories.
2. Expand the Groups tree by clicking the plus **[+]** icon next to the *Groups* icon.

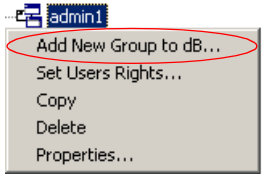


3. If the list already includes several groups, expand the tree until the group to which you wish to add a sub-group is seen.

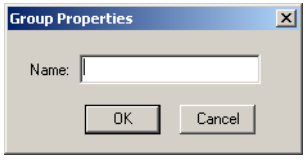
On first entry, only the *Root* group is listed when expanding the *Groups* tree.

When upgrading from a previous version that did not support Groups, the Update Database process automatically performed by the Web Server Manager will create a group for each of the listed users, and will assign access rights to that group.
Participant and Conference templates are automatically assigned to the appropriate user group according to the user name that appears in the Owner field. If no Owner is defined, they will be automatically assigned to the Root group. Therefore, only users who have access rights to the Root group (usually administrators) will be able to view these conferences. The templates can be moved to the appropriate group in the Groups tree in the MGC Manager – Database Manager module using Copy and Paste (drag & drop is unavailable).

4. Right-click the *Root* icon to which to add a subgroup, and then click **Add New Group to DB**.



The *Group Properties* dialog box opens.

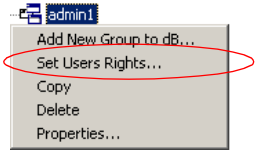


5. Enter the group name and click **OK**.
The new group is added to the *Groups* tree.

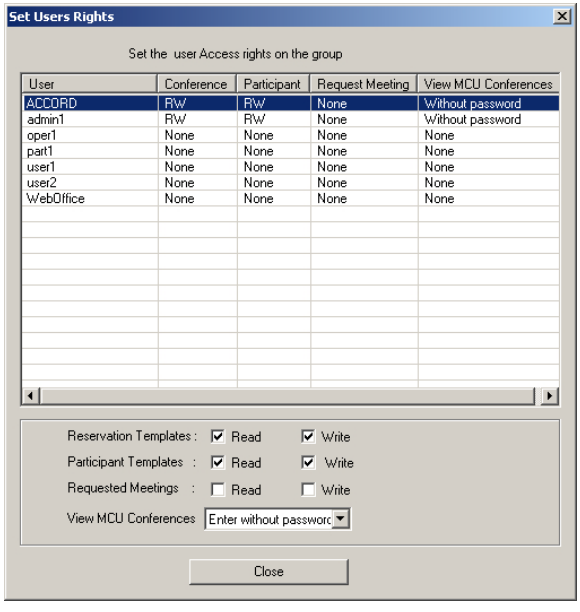
Setting the Access Rights to the Group

To set the access rights to a Group:

1. In the *Browser* area, right-click the icon of the group whose access right to define, and then click **Set Users Rights**.



The *Set Users Rights* dialog box opens.



This dialog box lists all the currently defined users. It also displays their current Read and Write permissions to the Conference and Participant templates assigned to this group.

RW – indicates that the user may view (Read) and add, delete or modify (Write) templates.

R – indicates that the user may only view (Read) templates.

None – indicates that the user has no access rights to this group.

2. To set or modify the access rights of a user to the group:
   - Click the user name(s) (multi selection is available using the standard Windows conventions)
   - Select the *Reservation Templates* **Read** and **Write** check boxes to enable/disable the user to view (read) and/or add (write) conference templates to the Group. Select the **Write** check box to automatically select the **Read** check box.
   - Select the *Participant Templates* **Read** and **Write** check boxes to enable/disable the user to view (read) and/or add (write) Participant templates to the Group. Select the **Write** check box to automatically select the **Read** check box.
   - Select the *Requested Meetings* **Read** and **Write** check boxes to enable/disable the user to view (read) and/or add (write) requested conferences to the Group. Select the **Write** check box to automatically select the **Read** check box.

   Leaving the check boxes cleared means that the user has no access to the Conference and Participant templates assigned to this Group (it will appear as None in the list).
   - In the *View MCU Conferences* list, click one of the following options:

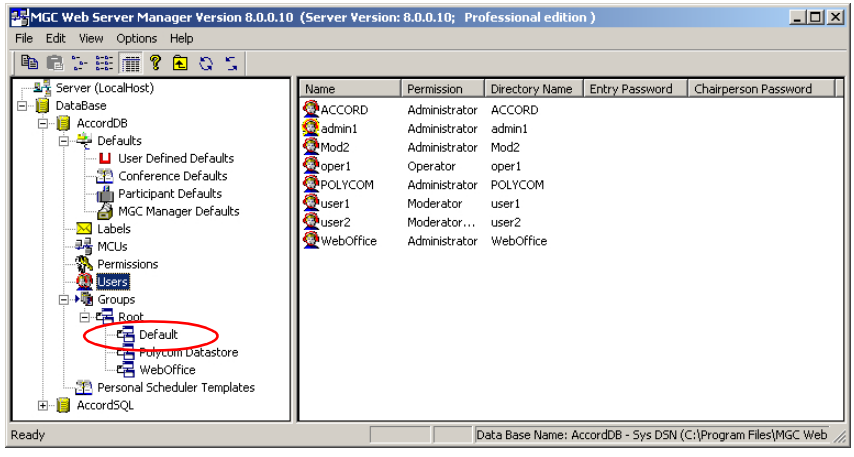
     No – The user will not be able to view the Reservations, Meeting Rooms and On Going conferences assigned to other users of the same Group, even if the *View All* options are enabled in the Permissions assigned to this user.

     Enter with Password – The user will be able to view Reservations, Meeting Rooms and On Going conferences scheduled by other users assigned to this group, if the appropriate password will be entered upon their selection.

     Enter without Password – The user will be able to view all Reservations, Meeting Rooms and On Going conferences scheduled by other users assigned to this group without any restrictions.
3. Click the **Close** button to complete the Access Rights definition and exit this dialog box.

Default Group

Five Conference templates, representing each of the main types of conferences, are included in the database that is shipped with the WebCommander. The parameters defined in each of these conferences represent the most commonly used properties for the specific type of conference. A new Group - Default - is included with the database and it stores the default conference templates.



The Conference templates in the *Default* Group include:

- Default COP
- Default Video
- Default Audio
- Software Continuous Presence (for H.323-only conferences)
- Video Switch

Default templates are useful for providing the with ready-made conferences that require no modification. The *Default* Group is displayed in the *New Meeting* window when a user logs into the WebCommander site for the first time.

It is recommended to assign at least *Read* rights for this group to all users. When defining new users, make sure that you define their access rights to the Default group.

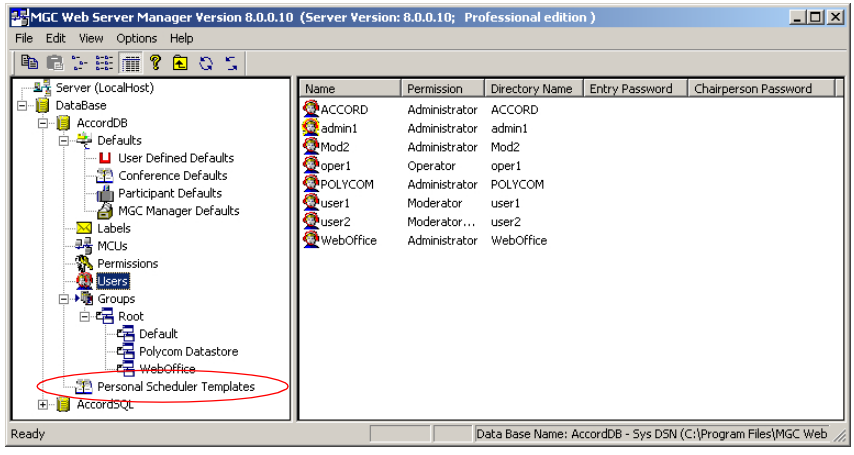
From the MGC WebCommander application, users with the appropriate permissions may:

- Add new conference templates to the *Default* Group
- Modify the system *Default* conference templates

Defining Personal Scheduler Templates

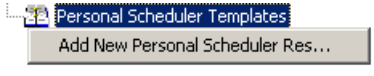
A user who has the MGC Personal Scheduler plug-in installed on his/her PC can schedule new conferences directly from his/her Microsoft Outlook application.

The parameters of the possible types of conferences are defined in the MGC Web Server Manager, in the *Personal Scheduler Templates* area.



To create a new Personal Scheduler Template:

1. In the *Browser* area, right-click the icon of the *Personal Scheduler Templates*, and then click **Add New Personal Scheduler Res**.



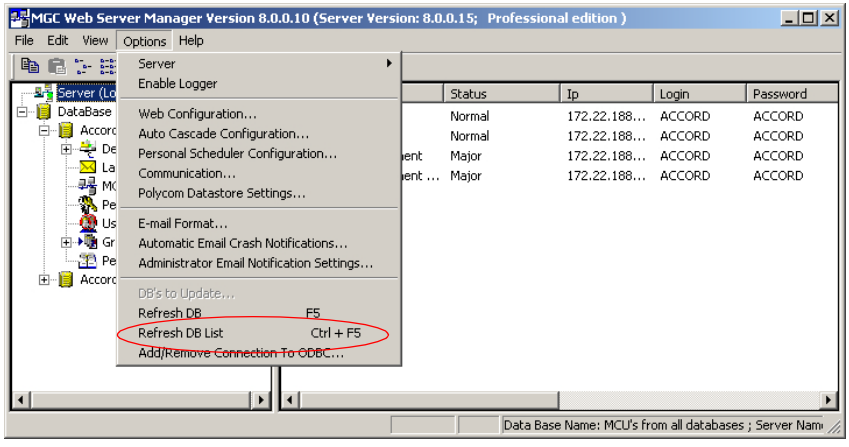
2. The *Reservation Properties – Settings1* dialog box opens.
3. Follow steps 3-7 in "Defining Conference Defaults" on page 3-3.

Refreshing the Database List

Databases can be added to the database list used by the MGC Web Server Manager externally, via the *Control Panel – Data Source (ODBC)*. In such a case, you need to refresh the database list to gain access to that database from the MGC Web Server Manager application.

To refresh the database list in the MGC Web Server Manager:

On the *Options* menu, click **Refresh dB List.**



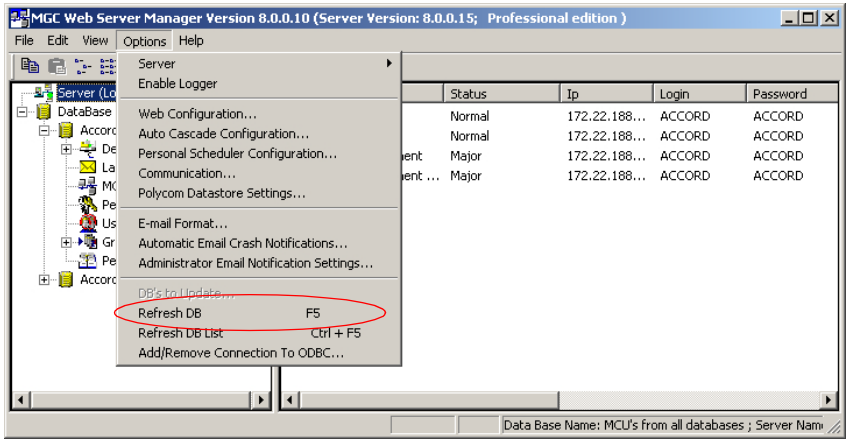
The database list in the MGC Web Server Manager window is refreshed and the new databases are listed.

Refreshing the Database

Databases may be accessed by several users concurrently from the MGC Web Server Manager application as well as from the MGC Database Manager module of the MGC Manager application. In such cases, the information that you see in the MGC Web Server Manager window may not be updated with the latest changes performed by other users. It is recommended to refresh the database to make sure that the latest data is displayed.

To refresh the database:

- On the *Options* menu, click **Refresh dB**.



A

Appendix A: Using a Web Portal to Link with the WebCommander

Three WebCommander conferencing features can be accessed from a Web Portal via links that are available in the Web Portal:

- Calendar - for conference reservations
- On Going Conference - for monitoring ongoing conferences
- New Meeting - for starting on going conferences

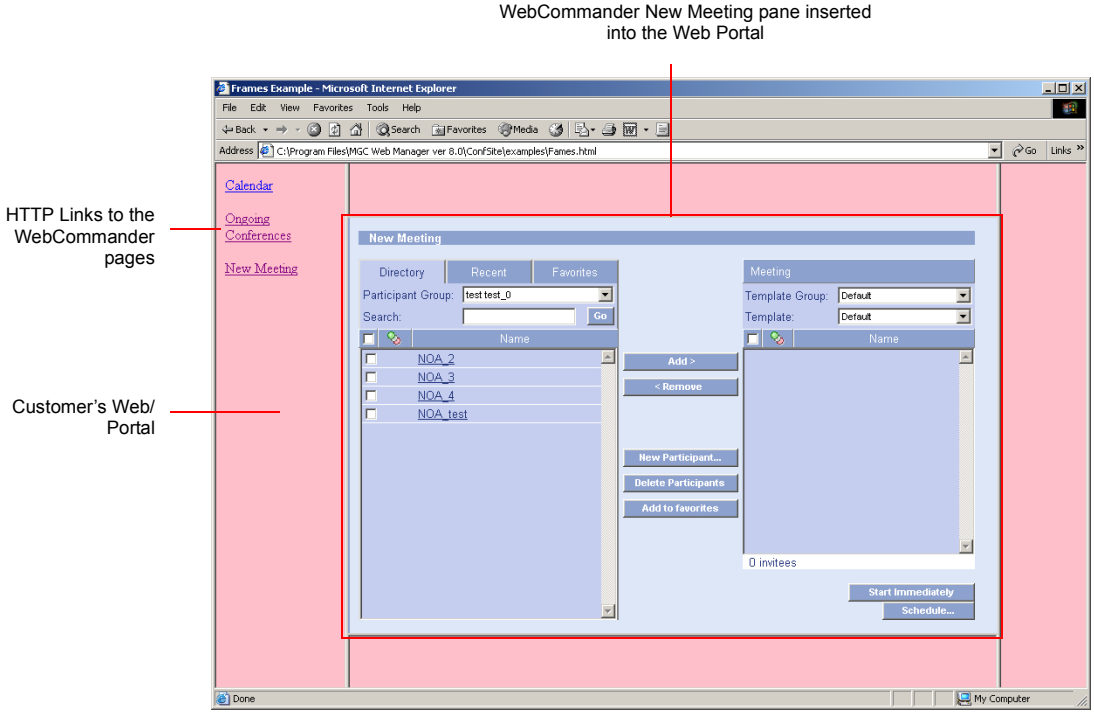


Figure 1: Web Portal Sample

In this configuration, the Web Portal users are automatically registered with the WebCommander application and if they have the appropriate permission, they can access any of these WebCommander pages. The automatic login for both Web Portal and WebCommander is enabled by transferring user data from the Web Portal to the WebCommander.

The WebCommander database includes a users table (*CustomerUser*) that is shared with the Web Portal. When users register to the Web Portal, their information is automatically or manually transferred and added to the CustomerUser table of the WebCommander. The user parameters in the CustomerUser table includes the permission to access the WebCommander. The information in the CustomerUser table, is then imported into the WebCommander Users table.

When a user tries to access the WebCommander page from the Web Portal, the Web Portal sends the request with the user ID to the WebCommander application that checks whether the user is defined in the WebCommander Users table.

- If the user is defined in the Users table, and has permission to access the WebCommander, the appropriate page is displayed. In addition, the WebCommander checks whether the parameters were updated in the CustomerUser table, and if yes, updates the user properties in the WebCommander Users table accordingly.
- If the user ID does not exist in the WebCommander Users table, the WebCommander checks the user permission to access the WebCommander in the CustomerUser table. If the user has the right to access the WebCommander, the user properties are copied from the CustomerUser table to the WebCommander Users table where a new WebCommander user is automatically created. This WebCommander user inherits all the permissions and default settings from the default user defined in the WebCommander.
  In addition (depending on system configuration), a new Group can be created and assigned to the new user, enabling the user to create a personal address book with a private list of endpoints and participants that can be added to conferences.
- If the user has no right to access the WebCommander, his/her parameters are not transferred to the WebCommander Users table and the user request is denied.

Embedding the WebCommander in the Web Portal

To embed the WebCommander in the Web Portal and allow the use of the portal's login and authentication system for accessing the WebCommander application, the following configurations must be performed:

- Optional. In the WebCommander Web Server application, define the appropriate Permission to be assigned to the default user and modify the Default User properties. These properties are inherited by all users that are automatically created when accessing the WebCommander from the Web Portal for the first time. For more details, see *the WebCommander Web Server Manager User's Guide, Chapter 5, "Defining Permissions" and "Defining a New User"*.
- Optional. Enabling the *Create private groups for automatically added users* option in the Web Server Manager application, to automatically create a personal address book for the newly created user. For more details, see *WebCommander Release Notes 8.0,"New Private Groups" on page 1-26*.
- Creating a database table with authorized users list that is dynamically updated. This table will be shared by the Web Portal and the WebCommander.
- Creating the HTTP links from the Web Portal to the appropriate WebCommander pages.

Creating the CustomerUser Table

The CustomeUser table shared by the Web Portal and the WebCommander databases must be created with the following fields:

Required Fields							
ID (Internal Auto Numbering)	UID (User ID)	Name	Surname	Phone	Email	CostCenter (billing code)	WebCPermission (A number - Byte **0** = No **1** = Yes)

When a new user who is defined in the CustomerUser table accesses the WebCommander, the parameters are transferred to the WebCommander Users table, and a the new user is created. The new WebCommander user inherits the default user permission, and the UID becomes the user PIN code. The PIN code is used to identify the user in the Optional. WebCommander Users table.

The name of the user is derived from the User Name, Surname and UID.

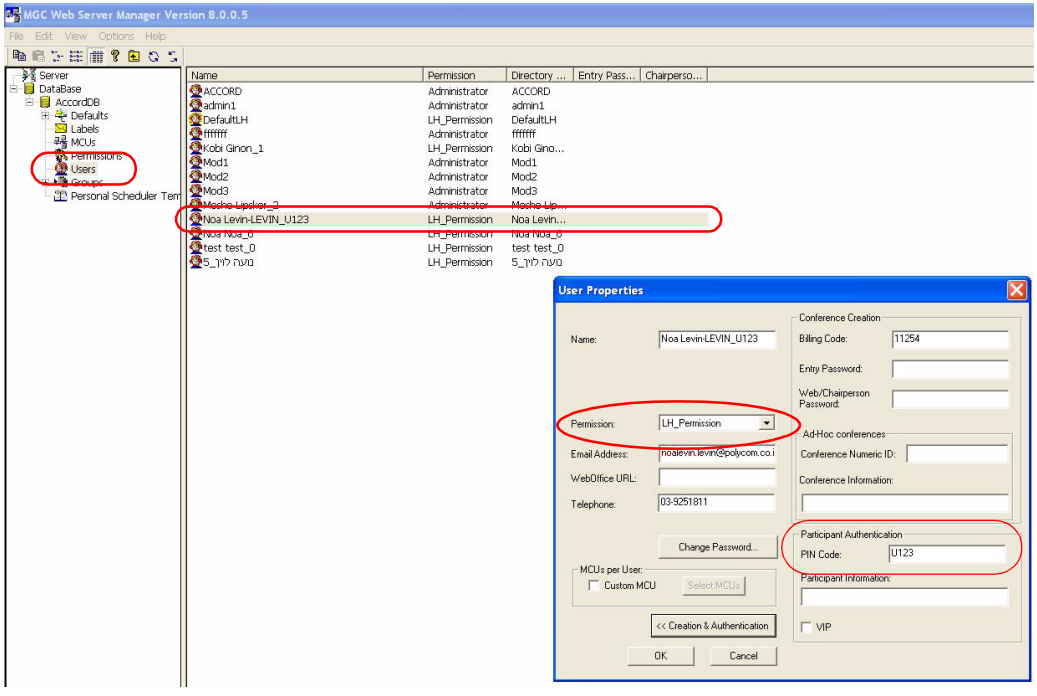


Figure 2: User Properties (Web Server Manager)

Creating the Links from the Web Portal to the WebCommander

Up to three URL links can be included in the Portal page as hyper-links:

- Calendar/Reservation
- OnGoing Conferences
- New Meeting

The HTTP header must include the User ID ("UID") in a server variable called: “HTTP_X-uid”. The Web Portal server must be configured to send the UID in the HTTP header.

URL Link Format

The URL link includes the following components:

- IP address of the WebCommander Server
- The string: **linkedwebcommander**

- The string:
  default.asp?URL=DirectAccess.asp?Target=ID&lang=ID,
  where Target includes the code of the WebCommander page and Lang is the code for the language in which the page is displayed.

Table 1: URL Variable Specification

Parameter	Variable
Target ID	0 - Calender 1 - Ongoing Conferences 2 - New Meeting
Lang ID	0 - English 1 - French 2 - German 3 - Chinese 4 - Japanese 5 - Chinese Traditional 6 - Portuguese 7 - Spanish 8 - Norwegian 9 - Russian 10 - Italian 11 - Swedish 12 - Croatian 13 - Hungarian 14 - Polish 15 - Slovak

The link is created in the following format:

http://Server /linkedwebcommander/default.asp?URL= DirectAccess.asp? Target=targetID&lang=langID

For example, the http link to the New Meeting page in German would appear as:
http://172.22.172.162/linkedwebcommander/
default.asp?URL=DirectAccess.asp?Target=2&lang=2.

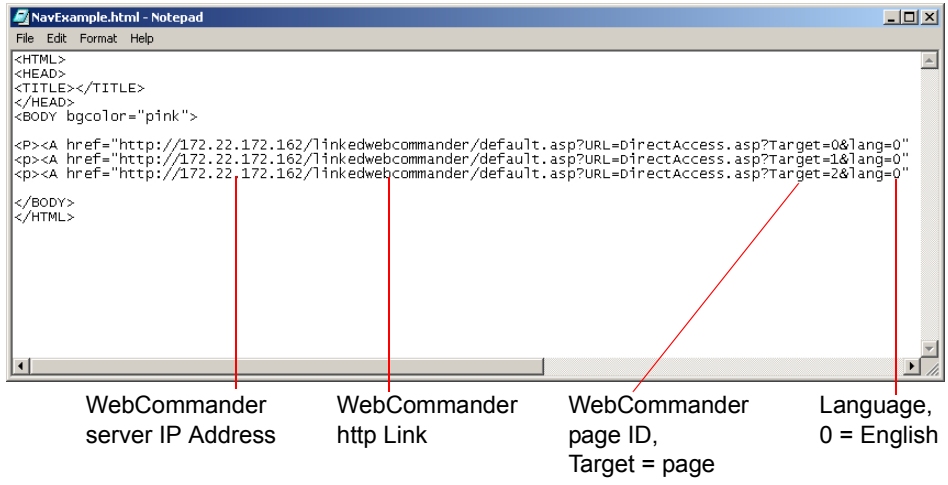


Figure 3: Sample URL Formats

B

Appendix B: Monitoring a Conference in the WebCommander using a URL or Form

In version 6.0, a single conference can be monitored from any browser based application by entering the URL that includes the user login name and password to the WebCommander site. In this mode, the user name and password were not secured and appeared in the recent URL.

In version 7.5 & 8.0, the user name and password can be sent separately, using the HTTP Form method, hence increasing the connection security.

Although the WebCommander login name and password are hidden, they are sent as plain text and they can still be detected by a network sniffer. To secure the connection, it is recommended to use the SSL authentication and data encryption layer.

You can open a monitoring window of a single conference in any Web-based application by adding the conference URL to that application.

The conference URL must include the appropriate variables to allow connection to the WebCommander site and identify the conference on the appropriate MCU. The WebCommander user name and user password can be sent as part of the URL itself or send them separately using the HTTP Form method.

Optional Parameter Scenario Description

1. When the user name (*Param2*) and password (*Param3*) are sent in the URL (see Table B-1 on page B-2 for parameter descriptions):
    a. In the Web Server Manager, *Permissions* - *Settings2* tab, if the user's permission "*Always prompt for conference password*" check box is selected and the correct conference entry password is sent as part of the *URL*, the user is granted access to the conference.

When an incorrect conference password is sent, the user is prompted for the conference entry password prior to being granted access the conference.

b. When the user's permission "*Always prompt for conference password*" is not selected, the user enters the conference without having to enter the conference entry password (and therefore it does not have to be included in the URL).

2. When the user name (*Param2*) and password (*Param3*) are not sent as part of the URL:

   a. The user connects to the conference using the default user name and password defined in the WebCommander database. If the correct conference entry password is sent as part of the URL, the user enters the conference without being prompted.

   b. If no conference entry password or an incorrect conference password is sent, the user is prompted for the conference entry password regardless of the user's permission settings for "*Always prompt for conference password*" parameter.

URL Format

The URL should be of the following format:

"http://Server name *or* IP/confsitev8_0/MonitorConf.asp"

In the *http://Server name* or *IP* script you can either include the Server name or Server IP.

In addition, the URL must include the parameters that identify the MCU and the conference. Additional parameters can also be included. These variables are described in the Table B-1, "Variable Definitions."

Table B-1: Variable Definitions

Variable	Description
Required variables:	
ConfId	The conference ID.
ConfName	The name of the On Going conference.

Table B-1: Variable Definitions

Variable	Description
MCUIp	The IP address of the MCU.
Optional variables:	
LoginFromForm (available in version 6.01)	*LoginFromForm=1* must be entered as part of the URL to indicate that the Form method is used when transferring the user name and user password.
Param1	The conference entry password of the On Going WebCommander conference.
Param2	The user name used to access the WebCommander.
Param3	The user password (this parameter is required if the user name is sent) used to access the WebCommander.
lang	The numeric code specifying the required language. The following languages with their codes are available in the WebCommander: 0 English 1 French 2 German 3 Chinese 4 Japanese 5 Chinese_traditional 6 Portuguese 7 Spanish 8 Norwegian 9 Russian 10 Italian

URL example:

```
http://Server name or IP/confsitev8_0/
MonitorConf.asp?MCUIp=127.0.0.1&ConfName=Video-S
witch&ConfId=11211
```

Form example:

```
<form method="POST" action="http://127.0.0.1/
confsitev8_0/
```

```
MonitorConf.asp?LoginFromForm=1&MCUIp=127.0.0.1&
ConfName=Video-Switch&ConfId=11211">
<input name="name" type=hidden value="UserName">
<input name="password" type=hidden
value="UserPassword">
</form>
```